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Federal Bureau of Investigation

Uniform Crime Reporting Handbook

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UNIFORM CRIME REPORTING HANDBOOK

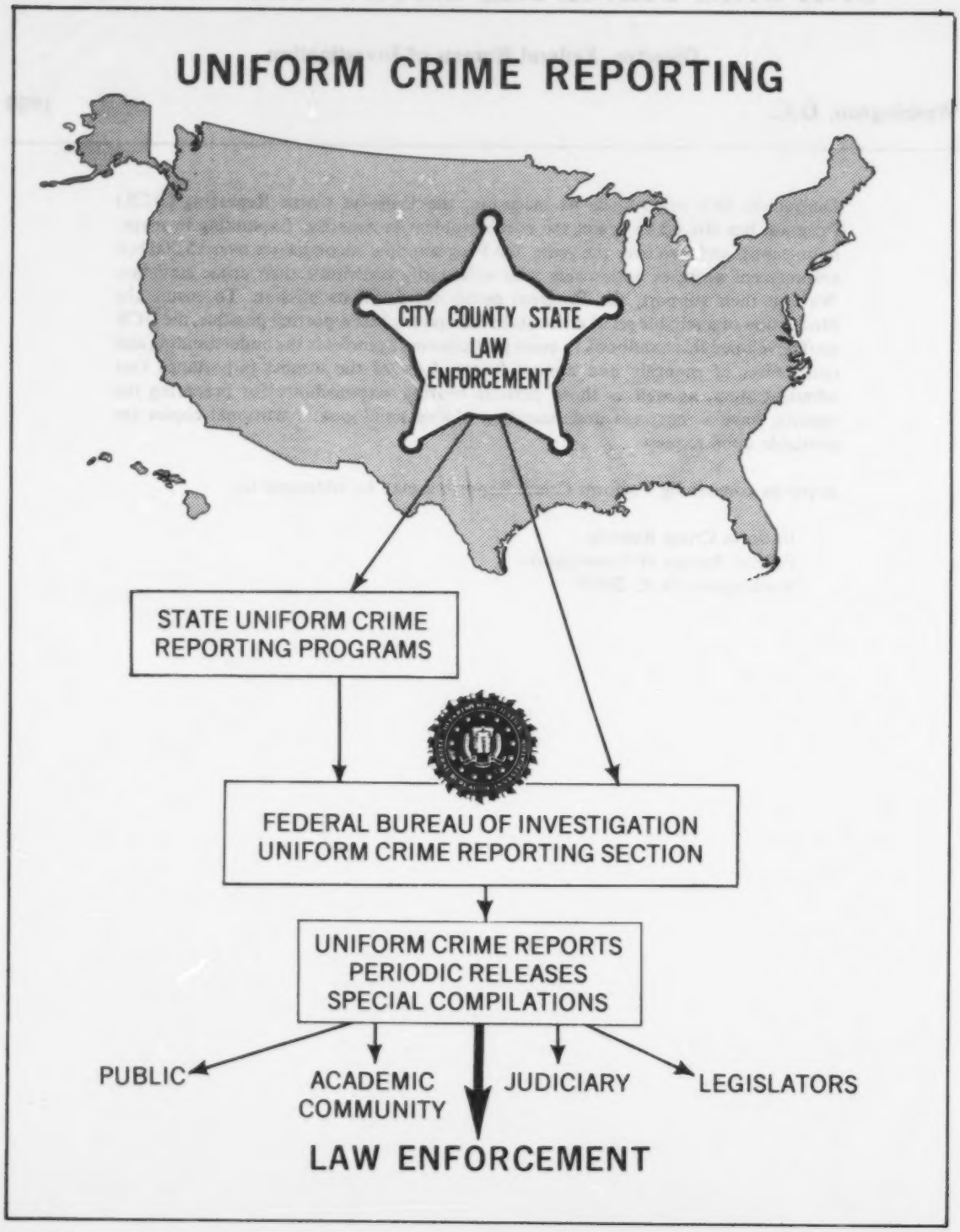
Director, Federal Bureau of Investigation

Washington, D.C. **1980**

During the fifty years since its inception, the Uniform Crime Reporting (UCR) Program has strived to depict the crime problem in America. Expanding in scope, importance, and size over the years, the Program now encompasses over 15,000 law enforcement agencies nationwide who voluntarily contribute their crime statistics. Without their support, the Program could not fulfill its mission. To ensure the production of a reliable set of crime statistics and the best reporting possible, the UCR staff developed this handbook to assist participating agencies in the understanding and completion of monthly and annual forms. It is of the utmost importance that administrators, as well as those persons bearing responsibility for preparing the reports, have a thorough understanding of this handbook. Additional copies are available upon request.

Inquiries concerning Uniform Crime Reporting may be addressed to:

Uniform Crime Reports
Federal Bureau of Investigation
Washington, D. C. 20535


UNIFORM CRIME REPORTING
CITY COUNTY STATE
LAW
ENFORCEMENT
STATE UNIFORM CRIME
REPORTING PROGRAMS
FEDERAL BUREAU OF INVESTIGATION
UNIFORM CRIME REPORTING SECTION
UNIFORM CRIME REPORTS
PERIODIC RELEASES
SPECIAL COMPILATIONS
PUBLIC
ACADEMIC
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LEGISLATORS
LAW ENFORCEMENT

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INTRODUCTION

Uniform Crime Reporting (UCR) is a city, county, and state law enforcement program. This Program provides a nationwide view of crime based on the submission of statistics by law enforcement agencies throughout the country. The crime data are submitted either to a state Uniform Crime Reporting Program or directly to the national UCR Program which is administered by the Federal Bureau of Investigation. The success of UCR is a testimony to the dedication and cooperative attitude of peace officers in this Nation.

Historical Background

In the 1920s, the International Association of Chiefs of Police (IACP) envisioned the need for statistics on crime in our Nation. The Committee on Uniform Crime Records of the IACP developed and initiated this voluntary national data collection effort in 1930 and still continues to advise the FBI on its conduct of the UCR Program. During that same year, the IACP was instrumental in gaining congressional approval which authorized the FBI to serve as the national clearinghouse for statistical information on crime. Since that time, the FBI, through the UCR Program, has collected and compiled data for use in law enforcement administration, operation, and management, as well as to indicate the fluctuations in the level of crime in America.

Collection of Crime Data

Crime data are, for the most part, collected on a monthly basis by the UCR Program. The FBI provides report forms, tally sheets, and self-addressed envelopes on a monthly basis to many local agencies who complete the forms and return them directly to the FBI. The information collected by the UCR Program should be only a portion of the data a law enforcement agency collects for its own effective and efficient use.

Many states have developed information collection systems of which UCR is a byproduct. These states collect data from the law enforcement agencies within their boundaries and forward the UCR statistics to the FBI. The FBI assembles, publishes, and distributes the data to contributing agencies, state UCR Programs, and others interested in the Nation's crime problem.

In recent years, the development of state UCR Programs has streamlined the collection of UCR data. An important aspect of the transference of this collection responsibility from the FBI to a state agency is a guarantee of consistency and comparability in the data collected by the state Programs. Following are the conditions under which a state Program is developed and by which it must operate:

1. The state Program must conform to the national Uniform Crime Reports' standards, definitions, and information required. These requirements, of course, do not prohibit the state from collecting other statistical data beyond the national collection.
2. The state criminal justice agency must have a proven, effective, mandatory, statewide Program and have instituted acceptable quality control procedures.
3. Coverage within the state by a state agency must be, at least, equal to that attained by Uniform Crime Reports.
4. The state agency must have adequate field staff assigned to conduct audits and to assist contributing agencies in record practices and crime reporting procedures.
5. The state agency must furnish to the FBI all of the detailed data regularly collected by the FBI in the form of duplicate returns, computer printouts, and/or magnetic tapes.
6. The state must have the proven capability (tested over a period of time) to supply all the statistical data required in time to meet national Uniform Crime Reports' publication deadlines.

To fulfill its responsibilities in connection with the UCR Program efforts, the FBI continues its internal procedures of editing and reviewing individual agency reports for both completeness and quality; has direct contact with individual contributors within the state when necessary in connection with crime reporting matters, coordinating such contact with the state agency; and upon request, conducts training programs within the state on law enforcement records and crime reporting procedures. These training sessions are, of course, coordinated with the state agency. Should circumstances develop whereby the state agency does not comply with the aforementioned requirements, the national Program may reinstitute a direct collection of Uniform Crime Reports from law enforcement agencies within the state.

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Uniform Crime Reporting Publications

The collection of data on crime in the United States must be used to be of value. The FBI publishes crime data in various ways. Trend releases are published during the year which set forth actual crime counts for certain law enforcement agencies. These releases also portray Crime Index trend information for population groupings and geographical regions. The FBI produces an annual publication, *Crime in the United States,* which is a detailed report of offense and arrest data, law enforcement employee counts, and the results of special analysis programs of particular interest to law enforcement. The state Programs also publish data which they collect, including not only UCR statistics but data specifically dealing with the individual states they represent.

Three other annual publications are produced at the national level. They present statistics on law enforcement officers killed, bombings, and assaults on Federal officers.

Types of Crime Statistics

There are a variety of statistics which could be used in the portrayal of crime in the United States. These types include penal, prosecutive, arrest, offense, and conviction data. To best depict total crime and to provide the most meaningful data to police administrators, it was determined that the UCR Program would collect data on known offenses and persons arrested.

Because of their seriousness and frequency of occurrence, seven offenses (murder and nonnegligent manslaughter, forcible rape, robbery, aggravated assault, burglary, larceny-theft, and motor vehicle theft) were initially chosen to comprise a Crime Index and serve as indicators of our Nation's crime experience. In 1978, arson became the eighth Index crime as the result of a congressional mandate. All Crime Index offenses are fully defined in this handbook. Obviously, due to the different criminal statutes of this Nation, it was important that a single definition be adopted for each of the chosen offenses to ensure meaningful crime data.

Law Enforcement Data Requirements

The collection of reports on a nationwide scale is based on the fact that police need to compile certain basic data for local administrative and operational purposes.

Local law enforcement executives need to know:

1. Number and kinds of criminal acts that occur (offenses known);
2. Number of such crimes or offenses cleared by arrest of the offender; and
3. Personal characteristics concerning persons arrested.

These tabulations come from basic records that show:

1. The extent of the patrol and crime prevention problem;
2. A measure of the results of investigative activity to solve crimes; and
3. The characteristics and identities of known offenders.

A good records system makes possible these tabulations and studies, as well as permits close supervision and corrective administrative action where necessary. Law enforcement officials can also readily present a clear picture of the crime situation in their jurisdictions and of the positive steps taken to meet the conditions. Such action should dispel the recurring misconception that crime is chargeable to law enforcement and effectively point out that crime is a community problem.

Law enforcement is a public service and as such requires a full accounting from the police commissioner, police chief, or sheriff as to his administration of the agency and the status of public safety within his jurisdiction. Full participation in the Uniform Crime Reporting Program will provide figures to enable a law enforcement agency to fulfill this responsibility.

Law Enforcement Records Needed

To ensure a records system provides the information needed for generation of UCR data, it should meet the following minimum standards:

1. A permanent written record of each crime is made immediately upon receipt of the complaint. All reports of thefts and attempted thefts are included, regardless of the value of property involved.
2. Staff or headquarters' control exists over the receipt of calls for service to ensure each is promptly recorded and accurately tabulated.
3. An investigative report is made in each case showing fully the details of the offense as alleged by the complainant and as disclosed by the investigation. An effective followup system is used to see that reports are promptly submitted in all cases.
4. All reports are checked to see that the crime classification conforms to the uniform classifica-

tion of offenses. That is, all offenses reported to the UCR Program, regardless of what the offense is called at the local or state level, should conform to the UCR classification of offenses.

5. The offense reports on crimes cleared by arrest or exceptional means are noted as cleared.
6. Arrest records are complete, special care being taken to show the final disposition of the charge.
7. Records are centralized; records and statistical reports are closely supervised by the administrator; periodic inspections are made to see that the rules and regulations of the local agency relative to records and reports are strictly complied with.
8. Statistical reports conform in all respects to the Uniform Crime Reporting standards and regulations.

Small agencies may request the FBI to send free forms entitled, Register of Incidents/Offenses (Daily Log) and Register of Persons Charged (Arrest Sheet) that facilitate maintaining a permanent record for small operations. Preparation of crime reports from these forms is a simple matter. The forms probably will be inadequate in a department with 15 or more men. Their use in smaller departments is a matter of preference.

Law enforcement agencies desiring to improve their records procedures will be interested in the *Manual of Law Enforcement Records*. The FBI will send law enforcement agencies the manual free of charge, upon request.

Offenses Known to Law Enforcement

The monthly Return A collects a count of the number of criminal acts which become known to law enforcement. Offenses cleared by arrest or other means as defined in this handbook also are counted and included on the monthly Return A.

Not all crimes readily come to the attention of the police—embezzlement, for example. Some serious crimes occur infrequently, such as kidnaping. Therefore, for practical purposes, the reporting of offenses known is limited to the following crime classifications because they are the crimes most likely to be reported and which occur with sufficient frequency to provide an adequate basis for comparison. They are also serious crimes by nature and/or volume. The chosen offenses are:

1. Criminal homicide
2. Forcible rape
3. Robbery
4. Aggravated assault
5. Burglary
6. Larceny-theft
7. Motor vehicle theft
8. Arson

These offenses will be discussed in detail in the chapters that follow in this handbook.

Persons Arrested

The number of persons arrested for all violations except traffic offenses is compiled from monthly returns submitted by the contributing agencies. The age, sex, race, and ethnic origin of both adult and juvenile arrestees are recorded for the purpose of computing arrest trends and volume.

Jurisdiction

Throughout the United States there are several thousand law enforcement agencies, some of which have overlapping jurisdictions. To be certain that a crime is not counted more than once by overlapping jurisdictions, the following guidelines have been developed:

1. Police count crimes that occur within the city limits.
2. County and state law enforcement agencies count crimes that happen in the county outside the limits of cities.
3. A crime that occurs in one jurisdiction should not be counted by another city or county even though more than one agency participated in the investigation or the arrest of the subject of that crime.

Note: The purpose of these jurisdictional guidelines for reporting crime statistics is to accurately depict the nature and volume of crime in a particular community, *not* to claim or take "credit" for the number of investigations, arrests, etc.

For crime reporting, cities having their own police departments generally send in their own figures. However, crime data for smaller locales may be combined with those for larger agencies, e.g., sheriffs' offices and state police. This practice most often occurs in rural or unincorporated places employing constables, town marshals, or other officers who infrequently report Crime Index offenses. A special form has been devised for the use of law enforcement officers in these small locales to report offense data to the sheriff's office or another larger law enforcement agency. This document is Form Number 90 and is explained further on page 87 of this handbook.

In some localities, the sheriff will assist a local police

department in the investigation of crimes committed within the limits of the city. Even though this is the case, the city police department will count the offenses.

Supplies Furnished to Contributors

The FBI mails supplies each month to the contributors which are not part of an operating state UCR Program. Contributors within states that have an operating state Program receive forms from the state agency.

All agencies receive a monthly Return A; Supplement to Return A; Age, Sex, Race, and Ethnic Origin of Persons Arrested forms; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted form; and Arson form. Details regarding each of these forms are included in Chapter III of this handbook. Tally books and law enforcement records forms are available to law enforcement agencies from: Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535.

CHAPTER I
DEFINITIONS—PART I OFFENSES

The Part I offenses are as follows:

1. Criminal homicide:
   a. Murder and nonnegligent manslaughter
   b. Manslaughter by negligence
2. Forcible rape:
   a. Rape by force
   b. Attempts to commit forcible rape
3. Robbery:
   a. Firearm
   b. Knife or cutting instrument
   c. Other dangerous weapon
   d. Strong-arm—hands, fists, feet, etc.
4. Aggravated assault:
   a. Firearm
   b. Knife or cutting instrument
   c. Other dangerous weapon
   d. Hands, fists, feet, etc.—aggravated injury
5. Burglary:
   a. Forcible entry
   b. Unlawful entry—no force
   c. Attempted forcible entry
6. Larceny-theft (except motor vehicle theft)
7. Motor vehicle theft:
   a. Autos
   b. Trucks and buses
   c. Other vehicles
8. Arson
   a. Structural
   b. Mobile
   c. Total other

The Uniform Crime Reporting (UCR) Program collects and reports crime offense data for the Nation, and in many instances, for smaller subdivisions of the country. Essential to the maintaining of uniform and consistent data is the utilization of standard definitions of the offenses used in the Program. The standard UCR definitions for Part I offenses are recorded and explained in the sections that follow. The Crime Index is comprised of all of the Part I offenses with the exception of manslaughter by negligence (class 1.b.).

In the reporting of offense data to a state or the national UCR Program, it is first necessary to translate appropriate offenses known into the Part I or II standard offense categories as defined by the Program. This practice ensures that offenses with different titles under state and local law are considered and appropriately counted in UCR. All criminal offenses of law will be classified as either Part I or II in this Program. Part II offenses will be discussed in a later section.

Examining an offense known to an agency and determining it is one of the Part I offenses is *Classifying* it. The following pages of definitions and explanations will aid in the classifying of these offenses. Unusual situations will arise in this effort, and not all can be covered in this handbook. In classifying the unusual situations, the nature of the crime should be considered along with the guidelines provided in this handbook. If assistance is needed, communicate with the UCR Program, Federal Bureau of Investigation, Washington, D. C. 20535.

Counting the number of offenses after they have been classified is referred to as *Scoring*. A suggested method of handling information in preparation for submission of the Monthly Return of Offenses Known to the Police (Return A) is to classify and score the Part I offenses on a tally sheet. These sheets have the same format as the monthly Return A and are available without charge from the national UCR Program. Tallies can be made from an agency's offense reports on a regular basis during the month and then transferred in total to the monthly reporting form. Remember:

> CLASSIFY AND SCORE FROM THE RECORDS OF CALLS FOR SERVICE, COMPLAINTS, AND/OR INVESTIGATIONS. *OFFENSE* COUNTS ARE TO BE RECORDED, NOT FINDINGS OF A COURT, CORONER, JURY, OR DECISION OF A PROSECUTOR SINCE THESE CRIME STATISTICS ARE INTENDED TO ASSIST IN IDENTIFYING THE LAW ENFORCEMENT PROBLEM.

GENERAL NOTE—To aid in the understanding of the examples in this section, a knowledge of the six columns on the Return A reporting form is necessary. The columns are as follows:

Column 1: *Classification of Offenses*—The criminal act offenses are printed on the form in this column.

Column 2: *Offenses Reported or Known to Police*—Enter a count of offenses reported or otherwise known to the department.

Column 3: *Unfounded*—Enter the total number of reported offenses that are false or baseless.

Column 4: *Number of Actual Offenses*—Subtract

the entries in column 3 from the entries in column 2.

Column 5: *Total Offenses Cleared*—Enter the number of offenses cleared by arrest and by "exceptional" means.

Column 6: *Number of Clearances Involving Only Persons Under 18 Years of Age*—Enter the number of offenses cleared by arrest, "exceptional" means, or other handling of persons under 18 years of age.

Note: The counts recorded in columns 5 and 6 are the number of offenses cleared and not the number of persons arrested.

Greater detail is given regarding classifying, scoring, unfounding, and clearances in the section of the handbook on Classifying and Scoring, pages 33-43.

Crimes Against Persons Versus Crimes Against Property

Distinguishing between crimes against persons and those against property greatly facilitates the classifying and scoring process. In the UCR Program, the offenses of *criminal homicide, forcible rape, and aggravated assault* are crimes against persons. For these crimes, *one offense is counted for each victim.*

Robbery, burglary, larceny-theft, motor vehicle theft, and arson are crimes against property. For these crimes, *score one offense for each distinct operation,* except in the case of motor vehicle theft for which one offense for each stolen vehicle is counted.

1. Criminal Homicide

(Crime against the person; score one offense per victim.)

1.a. Criminal Homicide—Murder and Nonnegligent Manslaughter

Definition—the willful (nonnegligent) killing of one human being by another.

As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is counted as a 1.a. Homicide. *Score one offense on the Return A for each person willfully killed by another.*

Suicides, accidental deaths, assaults to murder, and attempted murders are not classified as murder and nonnegligent manslaughter (1.a.). Suicides are totally excluded from the UCR Program, while some accidental deaths are counted as manslaughter by negligence (1.b.) and will be addressed later. Assaults to murder and attempted murders are classified as aggravated assaults and are discussed on page 15 of this publication.

SCORE ONE OFFENSE FOR EACH VICTIM

Certain willful killings are classified as justifiable or excusable. In UCR, *justifiable homicide* is defined as and limited to:

1. *the killing of a felon by a peace officer in the line of duty, or*
2. *the killing (during the commission of a felony) of a felon by a private citizen.*

Do not count a killing as justifiable or excusable solely on the basis of self-defense or the action of a coroner, prosecutor, grand jury, or court. The willful (nonnegligent) killing of one individual by another is being reported, not the criminal liability of the person or persons involved. For UCR purposes, crime counts are based on law enforcement investigation.

To report justifiable homicide, score one offense in category 1.a. for each victim under column 2 of the Return A. Score that same number of offenses in column 3, Unfounded. No Actual Offenses (column 4) will be counted or recorded for justifiable homicides.

In cases of justifiable homicide, a second offense must also be scored. Enter, in the appropriate classification, the crime the felon was committing at the time of his death, and clear this offense by exceptional means. See example 1.a-8, page 9.

Examples:

1.a.-1 A berserk gunman shoots and kills three pedestrians. He is subdued and placed under arrest. (Three offenses, three offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Score Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE* a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	3		3	3	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.-2 Joe and Jim, while playing cards, get into an argument. Joe comes at Jim with a broken bottle and Jim pulls a gun and kills Joe. Jim is arrested and claims self-defense. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Score Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE* a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.-3 A neighbor discovers an infant who has been beaten. The neighbor rushes the infant to the hospital. Later, the infant dies as a direct result of the injuries. Investigation reveals that the boyfriend of the mother is responsible. He and the mother are not considered mentally competent and the district attorney does not wish to prosecute. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Score Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE* a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.-4 A husband and wife have an argument. The wife shoots the husband and severely wounds him. He grabs the gun and kills her. The husband lives and is subsequently arrested. (One offense of murder, cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.-5 A man is shot and killed in an argument with a neighbor over the location of their property line. The neighbor is arrested and charged. (One offense, cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.-6 Subsequent to a bank robbery, a private citizen chases the robber from the bank. The robber fires at the pursuer, misses, and kills a woman walking on the street. The robber is not located. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	13	1		1		
b. MANSLAUGHTER BY NEGLIGENCE	14					

1.a.-7 A man is in a fight on the second floor of a building. He is knocked through a window and is killed. No arrest has been made. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	15	1		1		
b. MANSLAUGHTER BY NEGLIGENCE	16					

1.a.-8 *Justifiable Homicide.* A police officer answers a bank holdup alarm and surprises the robber coming out of the bank. The robber fires at the police officer, who shoots and kills him. The officer is charged in a court of record as a matter of routine in such cases. (One offense of murder, unfounded, and one offense of robbery, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE* a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1	1			
b. MANSLAUGHTER BY NEGLIGENCE	12					
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31	1		1	1	
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

1.b. Criminal Homicide—Manslaughter by Negligence

Definition—the killing of another person through gross negligence.

As a general rule, one offense is counted for each death caused by the gross negligence of another. However, the death of a person due to his own negligence is not counted as an actual offense; score these deaths in column 2 and unfound them in column 3. Do not include traffic fatalities; however, arrests in connection with traffic fatalities should be counted on the Age, Sex, Race, and Ethnic Origin of Persons Arrested form opposite "manslaughter by negligence." *The findings of a court, coroner's inquest, etc., do not affect classifying or scoring; these are law enforcement statistics.*

Examples:

1.b.-1 While two juvenile boys are playing with a gun, one "playfully" points the gun at the other. One boy fires the gun and the other boy is killed. At the time of arrest, the boy claims he didn't know the gun was loaded. (One offense, one offense cleared by arrest of a person under 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE* a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	1		1	1	1

1.b.-2 A target shooter was practicing in a wooded area near a housing project. One shot missed the target and killed a resident of the project. The police arrested the shooter. (One offense and one offense cleared.)

1 CLASSIFICATION OF OFFENSES	Score Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE: a. MURDER AND NONNEGLIGENT HOMICIDE (score "attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	01					
b. MANSLAUGHTER BY NEGLIGENCE	02	1		1	1	

2. Forcible Rape

(Crime against the person; score one offense per victim.)
Definition—the carnal knowledge of a female forcibly and against her will.

SCORE ONE OFFENSE FOR EACH VICTIM

2.a. Rape by Force
2.b. Attempts to Commit Forcible Rape

Score one offense for each female raped or upon whom an assault to rape or attempt to rape has been made. Rapes or attempts accomplished by force or threat of force are classified as forcible regardless of the age of the female victim. Actual offenses of forcible rape are scored opposite item 2.a., while assaults or attempts to forcibly rape are scored opposite item 2.b. In cases where several men attack one female, count one forcible rape. *Do not count the number of offenders.*

Do not count statutory rape (defined as the carnal knowledge or the attempted carnal knowledge of a female with no force used and wherein the female victim is under the legal age of consent) or other sex offenses under this category. Statutory rape and other sex offenses are classified and counted as Part II offenses. Sex attacks on males will either be classified as assaults or "other sex offenses" depending on the nature of the crime and the extent of injury.

Examples:

2.a.-1 A complaint was received from a victim that, when leaving work late one night, she was attacked in the company parking lot by an unidentified male and forcibly raped. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	Score Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	09	1		1		
a. Rape by Force	10	1		1		
b. Attempts to commit Forcible Rape	11					

2.a.-2 Two men lure a girl to their motel room with the promise of a job. They threaten her with a knife and both forcibly rape her. On complaint by the girl, both men are arrested. (One offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	Items Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	30	1		1	1	
a. Rape by Force	31					
b. Attempts to commit Forcible Rape	32					

2.a.-3 Investigation determines a forcible rape occurred. Police identify, locate, and prepare to arrest the offender, but the victim refuses to prosecute due to fear of possible publicity and embarrassment.

Even though the victim refuses to cooperate, count an offense. The offense actually took place and must be scored. (One offense, one offense exceptionally cleared.)

1 CLASSIFICATION OF OFFENSES	Items Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	30	1		1	1	
a. Rape by Force	31					
b. Attempts to commit Forcible Rape	32					

2.a.-4 Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made. (Three offenses, no clearances.)

1 CLASSIFICATION OF OFFENSES	Items Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	30	3		3		
a. Rape by Force	31	3		3		
b. Attempts to commit Forcible Rape	32					

2.b.-1 A woman is attacked on the street by a man who attempts to have sexual relations with her. The attacker is frightened away by a pedestrian before he can complete the attack. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	Items Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	30	1		1		
a. Rape by Force	31					
b. Attempts to commit Forcible Rape	32					

3. Robbery

(Crime against property; score one offense per distinct operation.)
Definition—the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

In the absence of force or threat of force, as in pocket-picking or purse-snatching, the offense must be classified as larceny rather than robbery.

However, if in a purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense is to be classified as strong-arm robbery.

In analyzing robbery, the following subheadings are used:

3.a. Firearm
3.b. Knife or cutting instrument
3.c. Other dangerous weapon
3.d. Strong-arm—hands, fists, feet, etc.

Armed robbery, categories 3.a.-3.c., are incidents commonly referred to as "stickups," "hijackings," "holdups," and "heists." Robberies wherein no weapons are used may be referred to as "strong-arms," or "muggings."

SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

In any instance of robbery, score one offense for *each distinct operation* including attempts. Do not count the number of victims robbed, those present at the robbery, or the number of offenders when scoring this crime.

In cases involving pretended weapons or those in which the weapon is not seen by the victim but the robber claims to have one in his possession, classify the incident as armed robbery and score it in the appropriate category. If an immediate "on view" arrest proves that there is no weapon, the offense may be classified as strong-arm robbery.

Law enforcement should guard against using the public's terminology such as "robbery of an apartment" or "safe robbery" inasmuch as the public is referring to a burglary situation.

SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

3.a. Robbery—Firearm

Count one offense for each distinct operation in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put him in fear.

3.b. Robbery—Knife or Cutting Instrument

Score one offense for each distinct operation in which a knife, broken bottle, razor, or other cutting instrument is employed as a weapon or as a means of force to threaten the victim or put him in fear.

3.c Robbery—Other Dangerous Weapon

In this category of robbery, enter one offense for each distinct operation in which a club, acid, explosive, brass knuckles, or other dangerous weapon is used.

3.d Robbery—Strong-Arm—Hands, Fists, Feet, etc.

This category includes muggings and similar offenses where no weapon is used, but strong-arm tactics (limited to the use of personal weapons such as hands, arms, feet, fists, teeth, etc.) are employed to deprive the victim of his property.

Examples:

3.a.-1 A man comes to a victim's door and asks to use the phone. After being admitted to the residence, he pulls a gun and demands money. He takes the victim's money and flees. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31	1		1		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

3.a.-2 A lone male with a gun appeared in a tavern and ordered 10 patrons and the owner to hand over their cash and jewelry. After obtaining the loot, the subject left. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31	1		1		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

3.a.-3 A group of four men planned to rob a local supermarket. One of the men informed the police. On the appointed day, the four walked in the front door armed with handguns. They were all arrested. The source of information was later released for cooperating. (One offense, one clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31	1		1	1	
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

3.a.-4 A person enters a rural grocery with a shotgun and orders the clerk to hand over the cash. The clerk complies. The suspect runs out of the store to a waiting auto. The police are notified, spot the suspect's vehicle, and a high-speed chase ensues. A 17-year-old suspect is apprehended. (One offense, one clearance by arrest of a person under 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1	1	1
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

3.b.-1 A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived. The assailant was arrested. (One offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31					
b. Knife or Cutting Instrument	32	1		1	1	
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

3.c.-1 Two men accosted a third, an acquaintance, in an alley near a bar. They beat him severely with a club and took his wallet containing several hundred dollars. No arrest was made. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33	1		1		
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

3.c.-2 A woman robbed a jewelry store with threat of detonating a bomb. The bomb was composed of wire, highway flares, and black powder. She was apprehended by two employees of the store. (One offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33	1		1	1	
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

3.d.-1 During a purse-snatching, the victim is shoved to the ground and her purse taken. The thief escapes. (One offense of strong-arm robbery, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

4. Assault

(Crime against the person; score one offense per victim.)

Definition—an unlawful attack by one person upon another.

For the purpose of Uniform Crime Reporting, assault information is collected on the offenses that are aggravated in nature, as well as on those that are not. Aggravated assault offenses, including attempts, are scored opposite items 4.a. through 4.d. on the Return A. Simple or minor assaults usually come to law enforcement attention through arrests and are scored along line 4.e.

4.a.-d. Aggravated Assault

Definition—an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

The categories of aggravated assault (4.a.-d.) include the following commonly entitled offenses: assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming, mayhem, and assault with intent to maim or commit mayhem; assault with explosives; and all attempts to commit the foregoing offenses. *In other words, all assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon are classified under one of the aggravated assault categories.* It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

On occasion, it is the practice of local jurisdictions to charge assailants in assault cases with assault and battery or simple assault even though a knife, gun, or other weapon was used in the incident. For Uniform Crime Reporting purposes, this type of assault is to be classified as aggravated.

SCORE ONE OFFENSE FOR EACH VICTIM

4.a. Assault—Firearm

Count here *all* assaults wherein a firearm of any type is used or its use is threatened. Include assaults with revolvers, automatic pistols, shotguns, zip guns, rifles, etc.

4.b. Assault—Knife or Cutting Instrument

Include the number of assaults or attempted assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, ice picks, etc., are used as cutting or stabbing objects.

4.c. Assault—Other Dangerous Weapon

Score assaults resulting from the use of any object as a weapon which does or could result in serious injury. The weapons in this category would include but not be limited to clubs, bricks, jack handles, tire irons, bottles, or other blunt instruments used to club or beat victims. Also include in this category attacks by explosives, acid, lye, poison, scalding water, burning, etc.

4.d. Assault—Hands, Fists, Feet, Etc.—Aggravated Injury

Classify in this category only the attacks by use of personal weapons such as hands, fists, feet, etc., which result in serious or aggravated injury. The seriousness of the injury is the primary factor to consider in establishing whether the assault is aggravated or simple. The assault will be aggravated if the personal injury is serious, e.g., broken bones, internal injuries, or where stitches are required. On the other hand, it is a simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment. These simple assaults are to be scored as 4.e., other assaults.

4.e. Other Assaults—Simple, Not Aggravated

Include in this category all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which there were no

serious or aggravated injuries to the victims. Simple assault is not within the Crime Index—it is a Part II offense but is collected under 4.e. as a quality control matter and for the purpose of looking at total assault violence.

Score such offenses as simple assault, assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses.

An Aid in Classifying Assaults

Careful consideration of the following factors should assist in classifying assaults:

1. The type of weapon employed or the use of an object as a weapon;
2. The seriousness of the injury;
3. The intent of the assailant to cause serious injury.

Usually, the weapons used or the extent of the injury sustained will be the deciding factors in distinguishing aggravated from simple assault. In only a very limited number of instances should it be necessary to examine the intent of the assailant.

Prosecutive policy in a jurisdiction should not control classification or reporting of law enforcement offense data on the Return A. It is necessary that assaults in each jurisdiction be examined and classified according to the standard Uniform Crime Reporting definitions, regardless of whether they are termed felonies by local definitions. In an aggravated assault situation where the victim later dies, count one offense of murder on the Return A for the month in which the death occurred and delete the aggravated assault previously recorded. (See page 41 on adjustments.)

Examples:

4.a.-1 Joe and Bill had an argument. Joe later returned with a gun and shot Bill, attempting to kill him. Bill recovered and Joe was prosecuted for attempted murder. (One actual offense, cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41	1		1	1	
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44					
e. Other Assaults-Simple, Not Aggravated	45					

4.a.-2 While an officer was attempting to serve a warrant, the individual ran. The subject turned and fired on the officer, wounding him. The subject was caught and arrested. (One offense, one offense cleared. This matter should also be scored on the Law Enforcement Officers Killed or Assaulted [LEOKA] form.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41	1		1	1	
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44					
e. Other Assaults-Simple, Not Aggravated	45					

4.b.-1 During a crap game, Mack stabs Phil. Phil recovers and refuses to prosecute Mack. (One offense, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Group 1 Only	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42	1				
c. Other Dangerous Weapon	43			1	1	
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44					
e. Other Assaults-Simple, Not Aggravated	45					

4.b.-2 During an argument, Sam cut Leo with a razor. Sam has not been arrested. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	Group 1 Only	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1		
a. Firearm	41					
b. Knife or Cutting Instrument	42	1				
c. Other Dangerous Weapon	43			1		
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44					
e. Other Assaults-Simple, Not Aggravated	45					

4.c.-1 At the scene of a riot, three policemen were attacked by 20 rioters who were armed with clubs and rocks. The policemen sustained injuries which caused their hospitalization. A total of 45 rioters, including 18 of those participating in the assault, were arrested for disturbance. (Three offenses, and three cleared by arrest. This matter should also be reported on the LEOKA form.)

1 CLASSIFICATION OF OFFENSES	Group 1 Only	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	3		3	3	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43	3		3	3	
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44					
e. Other Assaults-Simple, Not Aggravated	45					

4.c.-2 During a neighborhood altercation, a resident, John, hits neighbor Don and Don's wife with a tire iron. Don suffers a minor bruise but his wife has a concussion from a blow to the head. John is arrested. (Two actual offenses, both cleared.)

1 CLASSIFICATION OF OFFENSES	Code, Series	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	2		2	2	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43	2		2	2	
d. Hands, Fists, Feet, Etc. - Aggravated injury	44					
e. Other Assaults-Simple, Not Aggravated	45					

4.d.-1 Jack comes in drunk and during an argument with his wife breaks her jaw. Jack is arrested but his wife refuses to prosecute. (One offense, one offense cleared.)

1 CLASSIFICATION OF OFFENSES	Code, Series	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, Etc. - Aggravated injury	44	1		1	1	
e. Other Assaults-Simple, Not Aggravated	45					

4.b.-c.-1 Police, in answer to a disturbance call, find a juvenile gang fight in progress. The participants escape, except for seven who suffer injuries. None will cooperate, and it is not determined who started the fight. Three were cut severely with knives. The remaining four suffered broken bones from beating by clubs. All seven are arrested on felonious assault charges. (Seven offenses, all cleared by arrest of persons under 18.)

1 CLASSIFICATION OF OFFENSES	Code, Series	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	7		7	7	7
a. Firearm	41					
b. Knife or Cutting Instrument	42	3		3	3	3
c. Other Dangerous Weapon	43	4		4	4	4
d. Hands, Fists, Feet, Etc. - Aggravated injury	44					
e. Other Assaults-Simple, Not Aggravated	45					

5. Burglary—Breaking or Entering

(Crime against property; score one offense per distinct operation.)

Definition—the unlawful entry of a structure to commit a felony or a theft.

For UCR purposes, offenses locally known as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses should be counted as burglary.

In the UCR standard definition of burglary, a structure is considered to include but not be limited to the following:

Dwelling house	Public building
Outbuilding	Office
Garage	Factory
Church	Apartment
School	Room
Housetrailer or houseboat (Used as a permanent dwelling)	Warehouse
	Mill
	Barn
	Stable
Vessel or ship	Other building
Cabin	Railroad car

Any housetrailer or other mobile unit that is permanently fixed as an office, residence, or storehouse should be considered a structure.

Whenever a question arises as to whether a type of structure comes within the purview of the burglary definition, the law enforcement officer should look to the nature of the crime and be guided by the examples set forth. If a question remains, contact the Uniform Crime Reporting Program.

The illegal entry of a *tent, tent trailer, motor home, housetrailer, or other mobile unit that is being used for recreational purposes,* followed by a theft, felony, or attempt to commit a felony or theft, should *not be counted as burglary.* These categories will be discussed in the section on larceny-theft.

Burglaries of hotels, motels, lodging houses, and other places where lodging of transients is the main purpose are scored under provisions of the "Hotel Rule." This principle of scoring dictates that if a number of dwelling units or commercial spaces under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense. Examples of situations for application of the Hotel Rule are burglaries of a number of rental hotel rooms, rooms in "flop" houses, rooms in a youth hostel, and units in a motel. If the individual living areas or commercial spaces in a building are rented or leased to the occupants for a period of time, which would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. These burglaries should be scored as separate offenses. Examples of this latter type of multiple burglary would be the burglaries of a number of apartments in an apartment house, of the offices of a number of commercial firms in a business building, or of the offices of separate professionals within one building.

SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

Note: It is important to remember that offenses should be classified according to UCR definitions and not according to state or local codes.

One state might, for instance, categorize a shoplifting or a theft from an automobile as burglary. These offenses are not classified as burglaries in UCR and must be considered larcenies for reporting purposes. Thefts from automobiles whether locked or not; shoplifting from commercial establishments; and thefts from telephone booths, coinboxes, or coin-operated machines are all counted as larceny-theft. Of course, if these thefts are accompanied by unlawful entry of a structure, a multiple offense exists and the burglary would be scored. A telephone booth is not considered a structure under the UCR definition.

5.a. Burglary—Forcible Entry

Count all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This act includes entry by use of tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure is included in this category.

5.b. Burglary—Unlawful Entry—No Force

The entry in these burglary situations involves no force and is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this classification, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is committed other than by the tenant who has lawful access. If the area entered was one of open access, thefts from the area would not involve an unlawful trespass and would be scored as larceny.

5.c. Burglary—Attempted Forcible Entry

Count in this classification those situations where a forcible entry burglary is attempted. If an entry is actually made, the offense should be classified as 5.a. Law enforcement experience is the determining factor in deciding whether force was used in gaining entry.

A forcible entry or unlawful entry where no theft or felony occurs but where acts of vandalism, malicious mischief, etc., are committed is not scored as a burglary provided investigation clearly establishes that the unlawful entry was for a purpose other than to commit a felony or theft.

Examples:

5.a.-1 The ABC Liquor Store is broken into on a holiday. Alcoholic beverages and money are missing. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

5.a.-2 A burglar uses a key to enter four apartments in a condominium. He steals something from each apartment. Each apartment is considered a residence. (Four offenses, no clearances.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	4		4		
a. Forcible Entry	51	4		4		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

5.a.-3 A thief enters a hotel, forcibly enters seven rooms, and steals articles from each. The rooms are occupied by guests. The investigation eliminates hotel employees and others who had lawful access to the rooms. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

5.a.-4 A man hides in a theater. After it closes, he steals money from the cash box and leaves the premises during the night. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

5.a.-5 After closing hours, a thief enters an unlocked door of a warehouse. The warehouse has a number of offices of individual shipping companies within it. The subject breaks into eight of the company offices and rifles the office desks. Some items are stolen from each office. Scoring is similar to that for apartments. (Eight offenses of forcible entry burglary, not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	8		8		
a. Forcible Entry	51	8		8		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

5.b.-1 While a housewife was in the backyard hanging clothes, a 14-year-old boy went in the unlocked front door and took her purse. The boy was located and charged with "juvenile delinquency." (One offense, one offense cleared by arrest of a person under 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL		1		1	1	1
a. Forcible Entry						
b. Unlawful Entry - No Force		1		1	1	1
c. Attempted Forcible Entry						

5.b.-2 A thief, posing as a floor cleaner, enters an unlocked office and steals a wallet from a cabinet. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL		1		1		
a. Forcible Entry						
b. Unlawful Entry - No Force		1		1		
c. Attempted Forcible Entry						

5.c.-1 Police investigation verifies an attempted break-in at the local bank. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL		1		1		
a. Forcible Entry						
b. Unlawful Entry - No Force						
c. Attempted Forcible Entry		1		1		

6. Larceny-theft

(Crime against property; score one offense per distinct operation.)

Definition—the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Larceny and theft mean the same thing in Uniform Crime Reporting. Motor vehicle theft is not included and is counted separately because of the great volume of thefts in that particular category.

Any theft other than a robbery, burglary, or motor vehicle theft should be classified as larceny-theft regardless of the value of the article stolen. All thefts and attempted thefts are counted.

Local offense classifications such as "grand theft," "petty larceny," "felony larceny," or "misdemeanor larceny" have no bearing on the fact that each distinct operation of larceny is counted as one offense for UCR purposes.

Do not classify embezzlement; fraudulent conversion of entrusted property; conversion of goods

lawfully possessed by bailees, lodgers, or finders of lost property; counterfeiting; obtaining money by false pretenses; larceny by check; larceny by bailee; and check fraud as larceny offenses. Each of the aforementioned crimes falls within one of the Part II offense categories which are defined on page 81 of this handbook.

SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

Larceny Analysis

Larceny-thefts are subclassified into the following categories. These breakdowns are used on the Supplement to Return A reporting form.

(A) Pocket-picking

Definition—the theft of articles from a person by stealth where the victim usually does not become immediately aware of the theft.

The theft includes removal of such items as wallets from women's purses and men's pockets and usually occurs in a crowd, public conveyance, or other similar situation to disguise the activity. Theft from a person in an unconscious state, including drunks, is included. However, if the victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and should be so classified.

(B) Purse-snatching

Definition—the grabbing or snatching of a purse, handbag, etc., from the custody of an individual.

If more force is used than is actually necessary to snatch the purse from the grasp of the person, then a strong-arm robbery has occurred.

(C) Shoplifting

Definition—the theft by a person (other than an employee) of goods or merchandise exposed for sale.

This violation assumes that the offender had legal access to the premises and thus no trespass or unlawful entry was involved. The category includes thefts of merchandise displayed as a part of the stock in trade outside buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.

(D) Thefts From Motor Vehicles (Except Theft of Motor Vehicle Parts and Accessories)

Definition—the theft of articles from a motor vehicle, whether locked or unlocked.

This type of larceny includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes, or other recreational vehicles. It also includes thefts from any area in the automobile or other vehicle including the trunk, glove compartment, or other enclosure. Some of the items included in this category of theft are cameras, suitcases, wearing apparel, packages, etc. Do not include items that are automobile accessories as they fall under the category, Theft of Motor Vehicle Parts and Accessories.

Certain state statutes might interpret Thefts From Motor Vehicles as burglaries. For Uniform Crime Reporting, these thefts must be classified as larcenies.

(E) Theft of Motor Vehicle Parts and Accessories

Definition—the theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner which would make the part an attachment to the vehicle or necessary for the operation of the vehicle.

Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers emblems, license plates, radio antennas, side-view mirrors, gasoline, tape decks, etc., are included in this category. If items being transported in the vehicle are stolen, the offense should be classified as a Theft From a Motor Vehicle (d).

(F) Theft of Bicycles

Definition—the unlawful taking of any bicycle, tandem bicycle, unicycle, etc.

Include all bicycle thefts reported to law enforcement agencies.

(G) Theft From Buildings

Definition—the theft from within a building which is open to the general public and where the offender has legal access.

Do not include shoplifting and thefts from coin-operated devices or machines; these offenses should be scored in their separate larceny categories. Theft From Buildings includes thefts from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public.

Thefts from coin-operated machines or pay telephone boxes within open buildings should be counted as Thefts From Coin-Operated Devices or Machines.

A theft from a structure accompanied by a breaking or unlawful entry (trespass) without breaking should be scored as burglary and not as larceny-theft.

(H) Theft From Coin-Operated Device or Machine

Definition—a theft from a device or machine which is operated or activated by the use of a coin.

Some examples of such machines are candy, cigarette, and food vending machines; telephone coin-boxes; parking meters; laundry machines; pinball machines; washers and dryers located in laundromats where no breaking or illegal entry of the building is involved.

If a building was broken into or illegally entered and a coin-operated machine in the building was rifled for money and/or merchandise, the matter should be classified as burglary. (See multiple offenses, page 33.)

SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

(I) All Other Larceny — Theft Not Specifically Classified

Definition—all thefts which do not fit the definitions of the specific categories of larceny listed above.

This category includes thefts from fenced enclosures, boats, and airplanes. Thefts of animals, lawnmowers, lawn furniture, handtools, and farm and construction equipment are also included where no breaking or entering of a structure is involved.

Additionally, the illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes followed by a theft or attempted theft, as well as the stealing of airplanes, bulldozers, and motorboats, should be counted as "All Other Larceny." Yet another example of a theft to be classified in this category is the taking of gasoline from a self-service gas station and leaving without paying.

Examples:

6.-1 While standing in a crowd watching a parade, a man is jostled by a pickpocket who steals his billfold containing over $200. (One offense, no clearance.)

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6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)						

6.-2 Two men enter a hardware store together. While one promotes a discussion with the clerk in the back of the store, the other man steals a powersaw valued at $125. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)	30	1		1		

6.-3 The B&O Railroad reported the theft of one of its engines. Investigation resulted in the arrest of six juveniles. The engine was recovered. (One offense, one offense cleared by arrest of persons under 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)	30	1		1	1	1

6.-4 A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane. The subject is apprehended. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)	30	1		1	1	

6.-5 Two 17-year-old boys board a rowboat at dockside and steal a fishing pole and reel. They both are apprehended by police, but no charges are formally filed. (One offense, one offense cleared by arrest of persons under 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)	30	1		1	1	1

6.-6 A tractor-trailer, parked in the company parking lot, is broken into and 20 cases of canned foods are taken. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Date Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)		1		1		

6.-7 A thief broke into a locked car and was attempting to remove an expensive tape deck when he was surprised by the owner of the car. Police arrested the subject. (One offense, cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Date Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)		1		1	1	

7. Motor Vehicle Theft

(Score one offense for each stolen vehicle.)
Definition—the theft or attempted theft of a motor vehicle.

Included in this classification is the theft or attempted theft of a motor vehicle which is defined for UCR purposes as a self-propelled vehicle that runs on the surface and not on rails. Examples of motor vehicles are automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. Do not include farm equipment, bulldozers, airplanes, construction equipment, or motorboats.

Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access thereto and are later abandoned. One offense is scored for each vehicle stolen or for each attempt to steal a motor vehicle. If a vehicle is stolen in conjunction with another offense, classification is handled through consideration of the procedures for classifying multiple offenses (page 33).

The taking of a vehicle for temporary use when prior authority has been granted or can be assumed, such as in family situations, or for unauthorized use by chauffeurs and others having lawful access to the vehicle are not classified as motor vehicle thefts.

For the purpose of obtaining a more specific definition of the types of motor vehicles stolen, the three breakdown categories which follow have been established.

SCORE ONE OFFENSE FOR EACH MOTOR VEHICLE STOLEN

7.a. Autos

Include in this category the thefts of all sedans, stationwagons, coupes, convertibles, and other similar motor vehicles which serve the primary purpose of transporting people from one place to another.

7.b. Trucks and Buses

This breakdown includes those vehicles specifically designed to transport people on a commercial basis and to transport cargo. It is conceivable that certain vehicles could qualify as automobiles, but based upon

their designed use, become trucks or buses. In UCR, the self-propelled motor home is a truck. Some states allow a stationwagon to be registered as a truck; however, licensing should not be a determining factor and this vehicle for UCR purposes would be classified as an auto.

7.c. Other Vehicles

This category includes all other motor vehicles limited by the UCR definition, such as snowmobiles, motorcycles, motor scooters, trailbikes, mopeds, golf carts, etc. Obviously, unique situations will arise. The classifier must base his decision on the results of law enforcement investigation and on UCR standards.

Examples:

7.a.-1 A juvenile takes an auto from in front of the owner's residence. Approximately 3 hours later, it is found on the other side of town, abandoned and out of gas. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71	1		1		
b. Trucks and Buses	72					
c. Other Vehicles	73					

7.a.-2 The owner of a vehicle awakens to find the vehicle several parking spaces north of where he had parked it the previous night. There is no damage. The vehicle has not been hotwired. The gas tank is now empty. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71	1		1		
b. Trucks and Buses	72					
c. Other Vehicles	73					

7.a.-3 A lady stops at a mailbox and leaves her auto running while she mails a letter. A 14-year-old boy jumps into the auto and drives away. The auto is recovered 2 hours later, wrecked against a tree. The boy is arrested. (One offense, one offense cleared by arrest of a person under 18 years of age.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1	1	1
a. Autos	71	1		1	1	1
b. Trucks and Buses	72					
c. Other Vehicles	73					

7.a.-4 A taxi is stolen from a parking lot and is recovered in another city. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71	1		1		
b. Trucks and Buses	72					
c. Other Vehicles	73					

7.b.-1 A motor home was stolen from the driveway of a citizen's residence. The vehicle was later found stripped of all removable parts. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71					
b. Trucks and Buses	72	1		1		
c. Other Vehicles	73					

7.b.-2 Tom, Dick, and Harry, three 14-year-old boys, drove their schoolbus from the schoolyard to a local shopping center to get ice cream cones. Of course, they had no permission to use the bus. No charges were filed against the boys, even though they admitted the theft. (One offense, one exceptional clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1	1	1
a. Autos	71					
b. Trucks and Buses	72	1		1	1	1
c. Other Vehicles	73					

7.c.-1 A winter retreat lodge in a mountain area had numerous snowmobiles for the use of its guests. During the night, three of these vehicles were stolen. (Three offenses, no clearance.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	3		3		
a. Autos	71					
b. Trucks and Buses	72					
c. Other Vehicles	73	3		3		

8. Arson

(Crime against property; score one offense for each distinct operation.)
Definition—any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Only fires determined through investigation to have been willfully or maliciously set are to be classified as arsons. Attempts to burn should be included, but fires of suspicious or unknown origins should not be reported. One offense should be scored for each distinct arson operation originating within the reporting jurisdiction. If an arson is perpetrated in one locale and spreads to another, it should be reported by the jurisdiction in which the fire originated.

8.A.-G Arson—Structural

In classifying the object of an arson as structural, the guidelines set forth in the burglary portion of this handbook (page 20) defining structures should be utilized. A housetrailer or mobile unit that is permanently fixed as an office, residence, or storehouse should be considered structural property.

Structures are subclassified into several categories that can be generally divided into residential and nonresidential groups. Score in one of the two residential categories, the arson of any dwelling utilized for human habitation, including houses, townhouses, apartments, etc. Residences should be considered "Single Occupancy Residential" if they: (1) are private dwellings, duplexes, townhouses, etc., each occupied by a single family group; (2) have total sleeping accommodations for no more than 20 persons; and (3) have no more than two rooms per unit rented to outsiders. Residential property not meeting these criteria are classified "Other Residential." For arson reporting purposes, temporary living quarters such as hotels, motels, inns, etc., are included in the "Other Residential" category.

The remaining structural subclassifications address nonresidential property and are self-explanatory.

8.H.-I. Arson—Mobile

The UCR Program defines as mobile anything capable of moving or of being moved by the use of vehicles. Automobiles, ships, and railroad cars are examples of mobile property.

"Motor vehicles" by UCR definition must be self-propelled and run on the surface, but not on rails. For example, automobiles, motorcycles, motor scooters, and snowmobiles are motor vehicles, while trains, boats, and airplanes are not and should be classified as "Other Mobile Property."

8.J. Arson—Other

This classification encompasses arsons of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures should be included.

SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

Classifying Arsons

The key to proper arson classification is the establishment of the point of origin of a fire. If an individual willfully burns a vehicle parked adjacent to a home and the subsequent fire spreads and destroys the home, the appropriate arson classification would be "Mobile—Motor Vehicle." In cases where a positive determination of the point of origin is undetermined or in instances of multiple points of origin, the structural, mobile, or other category of property which suffered the greatest damage due to the fire should be scored.

Note: Because of the unique nature of the crime of arson, a separate reporting form (Monthly Return of Arson Offenses Known to Law Enforcement) is utilized for the collection of data regarding this offense. On the form, the various property classifications appear in column 1. Columnar headings 2 through 6 are identical to those on the Return A, but two additional columns are contained on the arson form.

Column 7 is used to enter the number of arson offenses listed in column 4 which involve structures (A.-G. only) that were uninhabited, abandoned, deserted, or not normally in use. In column 8, the estimated value of property damage for all arson offenses scored in column 4 is listed. These two additional columns are discussed further in the section of this handbook addressing the specific reporting forms (page 57).

Examples:

8.A. As the result of one distinct arson operation, several rowhouses are destroyed. Investigation reveals the actual arson offense occurred in one rowhouse; however, the fire spread to several adjacent homes, causing $200,000 total damage. (One offense, no clearance.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.	1		1				$200,000.

8.H. A firebomb is thrown at a parked vehicle; the device misses the car and burns harmlessly in the street. (One offense, no clearance.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc.: UCR Definition	1		1				$ 0

8.I. An airplane is willfully burned to collect the insurance money. The resultant fire also damaged the plane's hangar, and the estimated total loss was $85,000. The airplane's owner is arrested and charged. (One offense, one clearance.)

	1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 4)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
O B I L	I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.	1		1	1			$ 85,000.

8.J. A person whose motive was revenge burned the timber belonging to another, causing $200,000 damage. The 16-year-old offender was arrested. (One offense, one clearance.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 4)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
J. TOTAL OTHER Crops, Timber, Fences, Signs, etc.	1		1	1	1		$ 200,000.

CHAPTER II
CLASSIFYING AND SCORING PROCEDURES

Classifying is determining the proper crime categories in which to report offenses in UCR. Classification is based on the facts of an agency's investigations of crimes.

Scoring is counting the number of offenses after they have been classified and entering the total count on the appropriate reporting form.

Classifying and scoring are the two most important and essential functions that must be performed by a participant in the Uniform Crime Reporting Program. The data provided are based on these two functions and are only as good as agencies' efforts to follow the guidelines of the Program.

Classifying

Generally, attempts to commit a crime are classified as though the crimes were actually completed. The only exception to this rule applies to attempts or assaults to murder wherein the victim does not die. These incidents should be classified as aggravated assaults rather than murders.

In a previous section of this handbook, the UCR Part I offenses have been precisely defined. The exceptions to the definitions also have been discussed and must be considered when classifying criminal acts to guarantee the accuracy and consistency of reports from all agencies in the Nation.

Hierarchy Rule

The experience of law enforcement agencies in handling UCR data shows that for the most part offenses of law occur singly as opposed to many being committed simultaneously. In these single offense situations, it must be decided whether the crime is one of the Index offenses, and if so, it would be scored accordingly. However, if several offenses are committed at the same time by a person or a group of persons, a different approach must be used in classifying and scoring. The law enforcement matter in which many crimes are committed simultaneously is called a multiple-offense situation in this Program. As a general rule, a multiple-offense situation requires classifying each of the offenses occurring and determining which of them are Part I offenses. The Part I offenses involved must then be located in the listing which follows:

1. Criminal homicide:
   a. Murder and nonnegligent manslaughter
   b. Manslaughter by negligence
2. Forcible rape:
   a. Rape by force
   b. Attempts to commit forcible rape
3. Robbery:
   a. Firearm
   b. Knife or cutting instrument
   c. Other dangerous weapon
   d. Strong-arm—hands, fists, feet, etc.
4. Aggravated assault:
   a. Firearm
   b. Knife or cutting instrument
   c. Other dangerous weapon
   d. Hands, fists, feet, etc.—aggravated injury
5. Burglary:
   a. Forcible entry
   b. Unlawful entry—no force
   c. Attempted forcible entry
6. Larceny-theft (except motor vehicle theft)
7. Motor vehicle theft:
   a. Autos
   b. Trucks and buses
   c. Other vehicles
8. Arson

Locate the offense that is highest on the list, score that offense, and ignore the other offenses involved in the incident. The *Hierarchy Rule,* which requires counting only the highest offense on the list and ignoring all others in the incident, applies *only* to crime reporting and does not affect the number of charges for which the defendant may be prosecuted in the courts.

Example:

Incident: A male enters a bank armed with a handgun and robs the bank. During the commission of the robbery, the offender strikes a teller with the butt of his gun, runs from the bank, and steals an automobile at curb side.

Classification of this incident: Robbery, aggravated assault, and motor vehicle theft are three Part I offenses apparent in this situation. Each of these offenses should be located on the listing, and by doing so, it is seen that robbery is the crime highest on the list. Therefore, this incident will be classified as robbery, one offense scored accordingly, and all of the other offenses ignored.

On occasion a number of offenses will be perpetrated by an individual or group over a short period of time. If there is a separation of time and place between the commission of several crimes, each will be handled as a separate incident and will be classified and scored individually.

Example:

Incidents: A robber enters a bank lobby and at gunpoint steals $5,000. He runs from the bank, jumps into a getaway car, and flees the scene. At a shopping center parking lot across town, he and his partner steal a second car in their effort to elude police.

Classification of these incidents: Due to the separation of time between the robbery and the theft of the motor vehicle, these incidents would not be handled as a multiple-offense situation. The two crimes would each be scored as separate offenses.

Exception:

The Hierarchy Rule does not apply to the offense of arson. In cases when an arson occurs in conjunction with one other Index crime, both would be reported. For multiple offenses involving arson, the arson is reported and the Hierarchy Rule is applied to the remaining Crime Index offenses to determine which one is the most serious and should be scored. Put more simply, when an arson is involved in a multiple-offense situation, two Crime Index categories may be reported.

Example:

Incident: As a result of arson in an apartment building, six persons were found dead.

Classification of this incident: The Part I crimes of murder and arson are involved in this incident. Six murder offenses (one for each victim) would be reported on the Return A, and one arson would be scored on the monthly arson report.

The next ten problems further illustrate the classification of situations that may occur.

1. *Problem:* A man steals an automobile to use as a getaway car in a planned bank robbery. Two days later he commits an armed robbery at a bank and uses the stolen vehicle to escape the scene. He later abandons the car.

Solution: In this instance two crimes have been committed at different times; in other words, they are two distinct operations with a separation of time and place. Classify and score separately *both* the robbery and the motor vehicle theft.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. ROBBERY TOTAL	30	1		1		
a. Firearm	31	1		1		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong Arm (Hands, Fists, Feet, Etc.)	34					
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71	1		1		
b. Trucks and Buses	72					
c. Other Vehicles	73					

2. *Problem:* A burglar breaks into a home, steals several items, and places them in a car belonging to the owner of the home. He is surprised by the owner, who in turn is knocked unconscious. The burglar drives away in the homeowner's car.

Solution: A forcible entry burglary, theft, robbery, aggravated assault, and motor vehicle theft (auto) have occurred in this situation. After classification, score only one crime—robbery—the crime appearing first in the list of Part I offenses, since there is no separation between time and place in the commission of the crimes.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong Arm (Hands, Fists, Feet, Etc.)	34	1		1		

3. *Problem:* Two men break into a new car dealership after closing hours. They take the cash from the dealership office safe and two new automobiles from the garage.

Solution: A forcible entry burglary, theft, and auto theft have been committed. Following the Hierarchy Rule, only the forcible entry burglary is scored, the first on the list of Part I offenses.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	60	1		1		
a. Forcible Entry	61	1		1		
b. Unlawful Entry - No Force	62					
c. Attempted Forcible Entry	63					

4. *Problem:* A pickup truck with camper containing camping equipment is stolen. The truck and camper are recovered but the equipment is missing.

Solution: Motor vehicle theft is a special type of larceny-theft. It is a separate classification because of the volume of such thefts and the prevailing law enforcement need for specific statistics on this offense. Therefore, when in classifying it is necessary to choose between larceny-theft and motor vehicle theft, such as in this problem, classify and score the offense as motor vehicle theft.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71					
b. Trucks and Buses	72	1		1		
c. Other Vehicles	73					

5. *Problem:* Police arrive at a holdup while the robbery is in progress. A gun battle ensues with the two robbers; one of the robbers is killed and the other is captured.

Solution: In this situation, the general rule for classifying does not apply. The activity of the robbers is appropriately classified as robbery. The killing of the robber by the law enforcement officer in the line of duty is classified as justifiable homicide. Both offenses are scored; however, while the justifiable homicide is entered opposite the criminal homicide (1.a.) category in column 2 of the Return A, it is also unfounded in column 3. Therefore, the killing of the robber has been accounted for as murder but also reported as an unfounded or baseless complaint.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YLARS OF AGE
1. CRIMINAL HOMICIDE: a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1	1			
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31	1		1	1	
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

6. *Problem:* During the holdup of a neighborhood bar, armed robbers not only take the cash from behind the bar, but also take cash and jewelry from the patrons present.

Solution: This incident is one distinct operation. Classify and score as one offense of robbery. For crimes against property, the number of people robbed has no bearing on the distinct operation.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31	1		1		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					

7. *Problem:* A man and a woman are parked at a secluded location. A gunman surprises them, shoots and kills the man when he resists, and then rapes the woman. He is arrested at the scene by police.

Solution: Although this problem is an example of two separate crimes against the person—murder and forcible rape—the Hierarchy Rule requires scoring only the murder. Note there is no separation of time and place between the two crimes.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE: a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1	1	

8. *Problem:* A known purse snatcher is caught in the act. In addition, he is identified by four women as having snatched their purses at different times. All state they were knocked down when their purses were stolen. The thief admits to all five robberies.

Solution: This illustrates five separate and "distinct operations" by the same offender, so score five robbery offenses and five clearances.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	5		5	5	
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34	5		5	5	

9. *Problem:* A group of teenagers steal an automobile, strip it of all removable parts, and then set it on fire, causing $5,000 damage.

Solution: The crimes of motor vehicle theft, larceny-theft, and arson are involved in this incident. As was seen in problem 4, in classifying offenses, motor vehicle theft takes precedence over larceny-theft; therefore, the two offenses to be considered in this case are motor vehicle theft and arson. Because of the arson exception to the Hierarchy Rule, both should be scored—the arson on the monthly arson report and the motor vehicle theft on the Return A.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. AUTOS	71	1		1		
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73					

	1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i. e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
MOBILE	H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc.: UCR Definition	1		1				$ 5,000
	I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.							$
	TOTAL MOBILE							$

10. *Problem:* A resident of an apartment discovers his building on fire as a result of arson. He enters the building to recover some of his property. The building (valued at $135,000) collapses, killing the occupant.

Solution: In this case, for UCR purposes, the death of the occupant should *not* be reported as murder. One offense of arson should be scored on the arson report.

	1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i. e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
	A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.							$
	B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.	1		1				$ 135,000

Scoring

Scoring is counting the number of offenses after they have been classified. The two general rules for scoring Part I crimes are directly related to the two types of crimes involved, crimes against persons and crimes against property.

As stated previously, for incidents of criminal homicide, forcible rape, and aggravated assault (all crimes against persons) one offense is scored for each victim.

Aggravated assault is a troublesome crime to score. If a number of persons are involved in a dispute or disturbance and law enforcement investigation cannot establish the aggressors from the victims, count the number of persons assaulted as the number of offenses.

For crimes against property (robbery, burglary, larceny-theft, motor vehicle theft, and arson) count one offense for each distinct operation or attempt.

In larceny-theft situations, whether a single article or several articles are stolen from one place on the same occasion, only one distinct operation has occurred and one offense is scored. The number of offenses reported would be "one" even if several items belonging to different people were stolen at the same time from one place.

However, to score thefts of motor vehicles, count one offense for each vehicle stolen and one offense for each attempt to steal a motor vehicle. The theft of a vehicle should be scored as such even though recovery occurs very soon after the theft.

1. *Problem:* Three "hit" men are given a contract to kill one individual. They subsequently find and murder this individual and are arrested shortly thereafter.

Solution: One victim, one offense. The number of persons arrested or charged has no bearing on scoring the offense.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

2. *Problem:* An adult murders three individuals at different times before being apprehended.

Solution: There are three victims and three separate offenses. Also count three offenses cleared.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	3		3	3	
b. MANSLAUGHTER BY NEGLIGENCE	12					

3. *Problem:* Two males are arrested for the murder of an associate.

Solution: Involved here are one victim and two arrests. The number of persons arrested or charged has no bearing on the problem of scoring offenses.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

4. *Problem:* During a confrontation between two groups of persons, a fight occurs during which time several of the participants are injured. None of the combatants are cooperative, and all claim innocence. It is vague as to who is responsible for the assault. The police arrest eight persons, five of whom are severely beaten and in need of emergency medical treatment.

Solution: Even though all the victims are not known, it is known that five persons are severely beaten. Count five offenses of aggravated assault, 4.d., cleared. Also count three offenses in 4.e., other assaults—simple, not aggravated, cleared.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	8		8	8	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44	5		5	5	
e. Other Assaults-Simple, Not Aggravated	45	3		3	3	

5. *Problem:* Two men forcibly rape a female at gunpoint and are arrested.
Solution: Score as one forcible rape because there is only one victim. Score one clearance.

1 CLASSIFICATION OF OFFENSES	Items Survey	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1		1	1	
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22					

Unfounded Complaints

On occasion, an agency will receive a complaint which is determined through investigation to be false or baseless. If investigation shows that no offense occurred nor was attempted, the reported offense can be unfounded for UCR purposes. All such Part I offenses are still recorded and then scored as unfounded on the monthly Return A.

Please remember that the recovery of stolen property, the small value of stolen property, the refusal of the victim to prosecute, or the failure to make an arrest does not unfound a legitimate offense. Also, the findings of a coroner, court, jury, or prosecutor do not unfound offenses or attempts which law enforcement investigations establish to be legitimate. If after scoring an actual offense in one of the Part I categories new information is developed through investigation which shows that the offense in fact did not occur, it may be unfounded on the next monthly Return A submitted by the agency.

1. A report of a burglary is received, but upon investigation it is determined that a man climbed through the window of his own home. He had locked himself out by mistake; a neighbor thought he was a burglar and called the police.

1 CLASSIFICATION OF OFFENSES	Items Survey	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	30	1	1			
a. Forcible Entry	31					
b. Unlawful Entry - No Force	32	1	1			
c. Attempted Forcible Entry	33					

2. Darlene claims that Tom attempted to rape her in his automobile. Upon law enforcement contact with Tom, Darlene admits that she had exaggerated and that he did not attempt to rape her.

1 CLASSIFICATION OF OFFENSES	Items Survey	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1	1			
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22	1	1			

Clearances

Part I offenses reported on the Return A can be cleared either by arrest or exceptional means. However, no distinction between cleared by "arrest" and "exceptional means" is made on the report.

Clearances by Arrest

An offense is "cleared by arrest" or solved for crime reporting purposes when at least one person is:

1. arrested;
2. charged with the commission of the offense; and
3. turned over to the court for prosecution (whether following arrest, court summons, or police notice).

Although no physical arrest is made, a clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities.

Remember that the number of offenses and not the number of persons arrested are counted in the clearances that you record on the Return A. No more clearances than offenses can be reported in a given month unless clearances of offenses which were reported in previous months are being scored.

Several crimes may be cleared by the arrest of one person, or the arrest of many persons may clear only one crime. Further, if several persons are involved in the commission of a crime and only one is arrested and charged, the crime is listed on the Return A as cleared by arrest. When the other persons involved in the crime are arrested at a later date, no record will be made of a clearance by arrest since the offense was already cleared following the arrest of the first person.

Examples:

1. A man commits murder and is subsequently arrested, charged, and turned over to the court. One offense of murder and one offense of murder cleared should be scored on the Return A.

2. Five thieves break into a warehouse; one is arrested and charged. Score one offense of burglary—forcible entry and one clearance. Later the other four thieves are arrested and charged. No entry is made on the Return A because the offense has already been listed as cleared by arrest.

3. One suspect has been identified in connection with five separate forcible entry burglaries; he is arrested and charged with the five offenses. All five offenses should be reported as cleared by arrest even though only one person was involved.

Exceptional Clearances

In certain situations, law enforcement is not able to follow the three outlined steps under "clearance by arrest" to clear offenses known to them. Many times all leads have been exhausted and everything possible has been done in order to clear a case. If the following questions can all be answered "yes", the offense can then be cleared "exceptionally" for crime reporting purposes:

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?
3. Is the exact location of the offender known so that he could be taken into custody now?
4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?

Examples of Exceptional Clearances

An offense can be exceptionally cleared when it falls into one of the following categories:

1. Suicide of the offender (the person responsible is dead).
2. Double murder (two persons kill each other).
3. Deathbed confession (the person responsible dies after making the confession).
4. Offender killed by police or citizen.
5. Confession by offender already in your custody or serving sentence (this is actually a variation of a true clearance by arrest—the offender would not be "apprehended" but in most situations would be prosecuted on the new charge).
6. Offender prosecuted in another city for a different offense by state or local authorities or prosecuted in another city or state by the Federal government for an offense which may be the same (an attempt is made to return him for prosecution, but the other jurisdiction will not release him).
7. Extradition denied.
8. Victim refuses to cooperate in the prosecution (this action does not "unfound" the offense; and the answer must still be "yes" to the first three questions listed above to clear exceptionally).
9. For some reason outside law enforcement control, offender is prosecuted for a less serious charge than that for which originally arrested (such as a charge of simple assault instead of aggravated assault—the offense reported on Return A remains the same).
10. The handling of a juvenile offender either orally or by written notice to parents in instances involving minor offenses such as petty larceny. No referral is made to juvenile court as a matter of publicly accepted law enforcement policy.

It is recognized that departmental policy in various law enforcement agencies permits the discontinuance of investigation and the administrative closing of cases in which all investigation has been completed. The administrative closing of a case or the "clearing" of it by departmental policy does not permit exceptionally clearing an offense unless all four questions mentioned above can be answered "yes." *The recovery of property does not clear a case for UCR purposes.* Clearances in accordance with UCR procedures should have no affect on whether an agency has internal policies as to "closing" a case or discontinuing active investigation of a case.

Adjustments of Previous Returns

In tabulating crime counts, an agency may find that offense totals for past months require adjustment due to developments in the investigation or other handling of the matter. It may be necessary to adjust totals reported to UCR for the past month or prior months. Needed adjustments can be made on the current month's report and do not affect the reliability of the figures in that such adjustments tend to equalize each other from month to month over a period of time.

Investigation in the current month may show that actual offenses recorded on a previous report are either:

1. unfounded;
2. require reclassification; or
3. need to be subtracted from previous totals.

To execute the above adjustments, entries are made in the appropriate columns on the return for the current month. Should an asterisk or minus sign be used on any entry on the current Return A, it would be most helpful for verification purposes if a short note was included on the Return A explaining the use of the symbol.

Examples:

1. Last month an actual offense of strong-arm robbery was counted. Investigation this month shows it was "unfounded" or false. Simply add 1 to this month's figures in column 3 of Return A. (Do not make an entry in column 2 for such adjusting figures.)

1 CLASSIFICATION OF OFFENSES	Code Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30		1	-1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34		1	-1		

If a finished report looks like the above (no robberies reported in the current month), a note on the form will help flag this entry for special attention. Like this:

1 CLASSIFICATION OF OFFENSES	Code Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30		*1	-1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34		*1	-1		

* Actual offense last month, unfounded this month.

If five complaints of robbery (three by firearm, two strong-arm) had been received this month and none were unfounded, the preceding entry results in reducing the five to four actual offenses, as shown below.

1 CLASSIFICATION OF OFFENSES	Code Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	5	1	4		
a. Firearm	31	3		3		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34	2	1	1		

Note: A department reported seven actual robberies last month. There are five this month. One of those reported last month is determined this month through investigation to be "unfounded." Record a "one" in the unfounded column this month, resulting in a total of four robberies for the current month. Also subtract the unfounded offense from the correct robbery subdivision so that a proper total will appear in each of the subdivisions.

2. Two months ago, an actual offense of aggravated assault by knife, 4.b., was reported. The victim subsequently died; the offense is now classified 1.a. (murder and nonnegligent manslaughter). The current month's report should be prepared as follows:

1 CLASSIFICATION OF OFFENSES	Code Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score all attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	1		1		
4. ASSAULT TOTAL	40	-1		-1		
a. Firearm	41					
b. Knife or Cutting Instrument	42	-1		-1		
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44					
e. Other Assaults Simple, Not Aggravated	45					

The above subtracts an aggravated assault offense from columns 2 and 4 and adds an actual offense of murder. If a clearance was shown before for the aggravated assault, one clearance (column 5) should be deducted from that class and then one added to the murder category.

3. A suspect is questioned about forcible entry burglaries; he admits to two that have been counted on crime reports in previous months. Also, he admits five other forcible entry burglaries during prior months in the reporting jurisdiction that have not been reported by the victims. Seven forcible entry burglaries have been cleared, but only two have been listed on crime reports. (It is the law enforcement agency's responsibility to verify offenses that come to their attention through confession of subjects.) The entries on this month's report for the above situation would be:

1 CLASSIFICATION OF OFFENSES	Code Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. BURGLARY TOTAL	60	5		5	7	
a. Forcible Entry	61	5		5	7	
b. Unlawful Entry - No Force	62					
c. Attempted Forcible Entry	63					

4. A returning vacationer reports that his home was broken into and burglarized last month while he was away. Include the offense on this month's report as follows:

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL					
a. FORCIBLE ENTRY					
b. UNLAWFUL ENTRY - NO FORCE					
c. ATTEMPTED FORCIBLE ENTRY					

CHAPTER III
MONTHLY REPORTING FORMS AND THEIR PREPARATION

Return A

The Return A is a monthly reporting form of the Uniform Crime Reporting Program used to collect data on offenses that become known to local, county, and state law enforcement agencies in the United States. It is important that all of the Part I offenses occurring in each jurisdiction be reported on the Return A each month. For the guidelines that have been developed to prevent double counting of offenses by overlapping jurisdictions see Chapter I, page 3. Briefly stated, the guidelines require that police count crimes inside city limits, while sheriffs, county police, and state police count those occurring outside city limits. Crimes are counted by the jurisdiction in which they occur, regardless of which agency arrests the suspects.

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

4-545a (REV. 7-24-78)
FORM APPROVED
OMB NO. 43-R0001

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11					
b. MANSLAUGHTER BY NEGLIGENCE	12					
2. FORCIBLE RAPE TOTAL	20					
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22					
3. ROBBERY TOTAL	30					
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					
4. ASSAULT TOTAL	40					
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44					
e. Other Assaults-Simple, Not Aggravated	45					
5. BURGLARY TOTAL	50					
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)	60					
7. MOTOR VEHICLE THEFT TOTAL	70					
a. Autos	71					
b. Trucks and Buses	72					
c. Other Vehicles	73					
GRAND TOTAL	77					

80 NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH		
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED
BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS	
Submit completed Law Enforcement Officers Killed or Assaulted form if any officer was assaulted or killed this month.		

NUMBER OF PERSONS ARRESTED FOR ALL OFFENSES	
NUMBER UNDER 18 YEARS OF AGE	NUMBER 18 YEARS OF AGE AND OVER
If any arrests were reported, submit appropriate Age, Sex, Race, and Ethnic Origin of Persons Arrested report.	

DO NOT USE THIS SPACE	
	INITIALS
RECORDED	
EDITED	
ENTERED	
ADJUSTED	
CORRES	

Month and Year of Report

Agency Identifier

Population

Date

Prepared By

Title

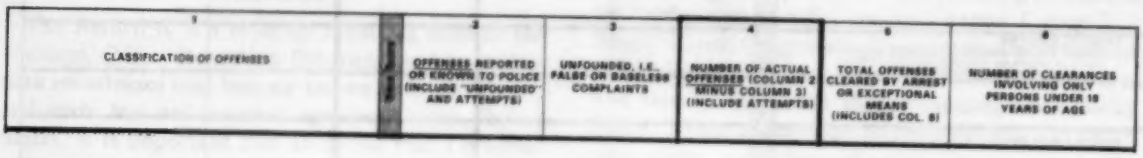
Agency and State

Chief, Commissioner, Sheriff, or Superintendent

How To Prepare Return A

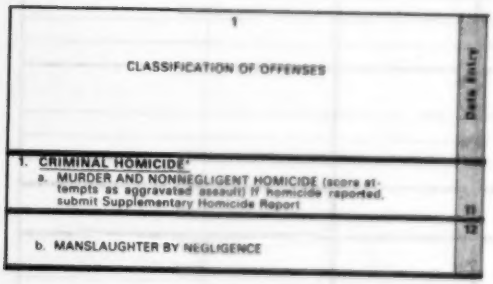
The Return A is completed monthly and returned to the national or state UCR Program. To assist in completing the Return A, a tally book for the Return A and Supplement to Return A is available. This tally book is a workpaper which may be used to keep score of the offenses as they occur. It is not a reporting form and should not be sent to the national or state Program, but should be maintained in agency files. Detailed guidelines for use of this and other tally books may be found in Chapter V of this handbook.

The column headings of the Return A are as follows:


1
CLASSIFICATION OF OFFENSES
Data Entry
2
OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)
3
UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS
4
NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)
5
TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)
6
NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE

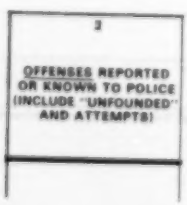
Column 1

In this column, the Part I offense classifications are printed on the Return A. Each of the offenses is defined in this handbook and on the tally sheet.


1
CLASSIFICATION OF OFFENSES
Data Entry
1. CRIMINAL HOMICIDE
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report
11
b. MANSLAUGHTER BY NEGLIGENCE
12

Column 2

All actual and attempted offenses reported to an agency as occurring within its jurisdiction for the month are reported in this column. (Attempted murder is scored as an aggravated assault.) Also to be included in this column are any crimes committed in previous months but not reported until this month. It is important that *all reported offenses, including those subsequently determined to be "unfounded,"* be reported in column 2. Each entry made on the Return A and tally book should be classified according to the standard UCR definition.

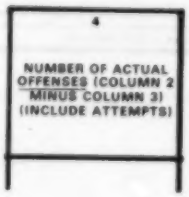


Column 3

A department may receive a report of an offense from a citizen which, after preliminary investigation by officers, is determined to be false or baseless. In other words, no crime occurred. In this case, each unfounded complaint should be scored in column 3 of the Return A. Remember that recovery of stolen property, failure of a victim to cooperate, or clearances of crimes do not "unfound" offenses.

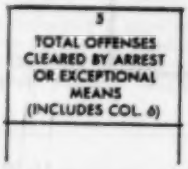
Column 4

To complete this column, the numbers in column 3 are merely subtracted from those in column 2 for each of the offenses; that is, the unfounded offenses are being deleted from the offenses which became known to an agency. The difference is the number of actual offenses which occurred in the jurisdiction for the month in question.



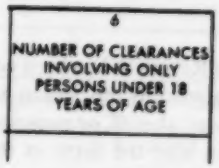
Column 5

Offenses in Uniform Crime Reporting are cleared either by arrest or exceptional means. In column 5 one clearance should be counted for each offense that is cleared. (See page 40 for an explanation of clearances.) DO NOT COUNT THE NUMBER OF PERSONS ARRESTED IN COLUMN 5. Column 5 is the total number of offenses cleared and includes the number of offenses cleared by the handling of juveniles, adults, or both. An offense is "cleared by arrest" when at least one person is arrested and turned over for prosecution for the offense.



Column 6

This column is the count of offenses cleared through the handling of persons under 18 years of age only. The number in this column can never be greater than the number in column 5. If an offense is cleared by arrest or exceptional means through the handling of both adults and persons under 18 years of age, the *clearance should be scored only in column 5.* If a clearance involves only persons under age 18, the clearance is scored in both columns 5 and 6. REMEMBER THAT PERSONS ARRESTED ARE NOT BEING COUNTED IN COLUMNS 5 OR 6. COUNT ONLY THE NUMBER OF OFFENSES (CRIMES) CLEARED. Score clearances in columns 5 and 6 for crimes cleared which were reported in previous months but not cleared until this month.



The GRAND TOTAL row at the bottom of the Return A should show a sum for each column. The grand total of column 2 minus that of column 3 should equal the grand total of column 4, as is true for each individual crime classification and subclassification.

1 CLASSIFICATION OF OFFENSES	Unfd. Family	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
GRAND TOTAL	37					

The box in the lower left corner of the monthly Return A entitled "Number of Law Enforcement Officers Killed or Assaulted This Month" is provided for the purpose of gathering data of particular interest to law enforcement. Each month the number of officers killed by felonious, accidental, or negligent acts, as well as the number of officers assaulted, is to be reported. If no officers were killed or assaulted, it is requested that a "0" be entered in each of the three spaces in the box. When an officer is assaulted or killed, the UCR form entitled "Law Enforcement Officers Killed or Assaulted" should be completed. This form will be discussed later in this chapter.

60 NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH		
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED
BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS	
SUBMIT COMPLETED LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED FORM IF ANY OFFICER WAS ASSAULTED OR KILLED THIS MONTH.		

Also included on the Return A is a box for reporting the number of persons arrested for all offenses, both Part I and Part II. Separate blocks are provided for entering arrests of persons 18 years of age and over and those of persons under 18 years of age. Again, it is requested that a "0" be placed in each box if no persons were arrested. Further information on all persons arrested is collected on the "Age, Sex, Race, and Ethnic Origin of Persons Arrested" forms which are addressed later in this chapter.

NUMBER OF PERSONS ARRESTED FOR ALL OFFENSES	
NUMBER UNDER 18 YEARS OF AGE	NUMBER 18 YEARS OF AGE AND OVER
If any arrests were reported, submit appropriate Age, Sex, Race, and Ethnic Origin of Persons Arrested report.	

After the Return A has been completed, it should be dated and signed by the person preparing it. The chief, commissioner, sheriff, or superintendent of the agency should then sign the form in the appropriate space. Even if no offenses have occurred during the reporting month, the Return A must be submitted. The Return A is to be forwarded to the state UCR Program or the FBI by the seventh day after the close of each month. Any questions regarding the completion of the Return A can be forwarded to the UCR Section, Federal Bureau of Investigation, Washington, D. C. 20535.

Supplement To Return A

On a monthly basis, all UCR contributing agencies are asked to prepare the Supplement to Return A, reporting on the nature of crime and the value and type of property stolen and recovered. The Supplement requires that a value be established for property stolen and recovered in each Crime Index category except aggravated assault. The determination of the value of property stolen is an obligation of the investigating officer, and such information is essential to assure the completeness of a law enforcement investigative report on stolen property.

4-231a (Rev. 6-23-78)
Form Approved
OMB No. 43-R0538

SUPPLEMENT TO RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

This form deals with the nature of crime and the monetary value of property stolen and recovered. The total offenses recorded on the form should be the same as the number of actual offenses listed in Column 4 of the Return A for each crime class. Include attempted crimes on this form, but do not include unfounded offenses. If you cannot complete the report in all areas, please record as much information as is available. Tally sheets will be sent upon request.

PROPERTY BY TYPE AND VALUE

Type of Property	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction	
(1)		Stolen (2)	Recovered (3)
(A) Currency, Notes, Etc.	01	$	$
(B) Jewelry and Precious Metals	02		
(C) Clothing and Furs	03		
(D) Locally Stolen Motor Vehicles	04		
(E) Office Equipment	05		
(F) Televisions, Radios, Stereos, Etc.	06		
(G) Firearms	07		
(H) Household Goods	08		
(I) Consumable Goods	09		
(J) Livestock	10		
(K) Miscellaneous	11		
TOTAL	00	$	$

The total of this column should agree with the Grand Total (DATA ENTRY 77) shown on page 2.

Include in this column all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions, but not property you recover for them.

The face of the Supplement to Return A asks for the value of property stolen and recovered in eleven classifications by type. All property can be classified in one of these types by utilizing the following guidelines:

A. Currency, Notes, Etc.—Property stolen in this category includes those items of currency and legal documents which are interpreted as being negotiable in the open market. Checks which are not negotiable because they have not been properly countersigned and credit cards, illegally used, are not included.

B. Jewelry and Precious Metals—Items to be considered in this category are watches, bracelets, rings, necklaces, and other articles which have real value and are generally used for the adornment of the person. Also included are metals that, in and of themselves, have a high intrinsic value such as gold, silver, and platinum. Common metals such as iron, aluminum, and copper are not considered precious metals.

C. Clothing and Furs—All items of wearing apparel for human use, including pelts or skins to be used as wearing apparel, should be counted in this category; include accessories such as purses, belts, wallets, etc.

D. Locally Stolen Motor Vehicles—A motor vehicle is defined as a self-propelled vehicle that runs on the land surface and not on rails. Vehicles in this category will include automobiles, trucks, buses, motorcycles, etc.

E. Office Equipment—In this category are included such devices as typewriters, adding machines, cash registers, mimeograph machines, duplicating devices, etc.

F. Televisions, Radios, Stereos, Etc.—All items that are designed for the specific purpose of reproducing photographic images or sound should be counted in this category. Examples are television cameras and receivers; still picture cameras; motion picture cameras and projectors; radios, receiving and sending; record players; tape recorders; records; tapes; etc.

G. Firearms—Items covered in this category are weapons that fire a shot by the force of an explosion. Include all handguns, rifles, shotguns, and other such devices commonly referred to as firearms. Notable exceptions to this category are BB guns and pellet-type weapons.

H. Household Goods—General household items such as beds, sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, etc., should be counted here. Location of the theft is not necessarily a consideration for listing items in this category, since household goods may be stolen from a truck, a residence, a business establishment, or other location.

I. Consumable Goods—In this category, items such as liquor, meat, perishable foods, canned foods, cigarettes, gasoline, deodorants, aftershave lotion, perfume, beverages, etc., would be listed. Consumables should broadly be defined as those items used by humans for nutrition, enjoyment, or hygiene and that no longer exist in the same form after use.

J. Livestock—Such animals as live cattle, hogs, horses, sheep, goats, and other mammals commonly raised as farm stock would be listed in this category. Common household pets such as dogs, cats, and birds are excluded.

K. Miscellaneous—Items that are not accounted for in the above listing would fall into this category. Some general examples are shrubbery, vehicle parts, boats, trailers, airplanes, books, household pets, etc.

Valuation of Stolen Property

Questions frequently arise as to the method most commonly used to evaluate stolen property. To answer these questions, the following procedures are suggested:

a. Use fair market value for articles which are subject to depreciation because of wear and tear, age, or other factors which cause the value to decrease with use.
b. Use cost to the merchant (wholesale cost) of goods stolen from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.
c. Use victim's evaluation of items such as jewelry, watches, and other similar goods which decrease in value slightly or not at all with use or age.
d. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.
e. When the victim obviously exaggerates the value of stolen property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

In most instances the victim's evaluation can be accepted. Nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, etc., should be scored as thefts, if stolen, but no value recorded. Again, "hair splitting" refinements are unnecessary. Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of theft.

Oftentimes recovered property is in a condition different from what it was at the time of the theft. The market value at the time of recovery should be used even though it is less than at the time it was stolen.

An agency should only record the value of property stolen in its jurisdiction. Likewise, the value of property recovered will include only *property originally stolen from its own jurisdiction.* It does not matter who recovers the property or where it was recovered. If it was stolen in one jurisdiction, that same jurisdiction reports the value of the recovery on its Supplement to Return A. This procedure applies to all stolen property including automobiles. Some agencies find it valuable, of course, to maintain separate records on property recovered by them for another jurisdiction.

The back of the Supplement to Return A is divided into two parts. The upper portion is entitled "Property Stolen by Classification" and the lower portion, "Additional Analysis of Larceny and Motor Vehicle Theft." Under the "Property Stolen by Classification" portion of the form, six of the eight Index offenses are listed. (Aggravated assault is omitted from the form since UCR standard definitions stipulate that when

property is taken through the use of force or the threat of force, the offense is classified as robbery. Arson is excluded because information is collected on a separate form.) Some of the crime categories listed have breakdowns which provide important data for analyzing the offenses. The column which is titled "Number of Actual Offenses" will show individual offense totals that are the same as those listed in column 4 of the Return A for a given month. Record the value of property stolen in each of the six offense classifications by the breakdowns as explained in the following paragraphs.

Classification 1—Murder and Nonnegligent Manslaughter and Classification 2—Forcible Rape are self-explanatory and require that the number of actual offenses in each of these classifications and the value of property stolen incidental to the offenses committed be entered. If no property was stolen, enter a "0" in the value column.

In the third classification, Robbery, there are seven breakdowns as to type. Record offenses which occur on the streets, in alleys, and generally in view of law enforcement patrol but outside of structures opposite subcategory (a)—Highway.

Subcategory (b)—Commercial house—shows the number of actual offenses and value of stolen property obtained in robberies within commercial establishments except gas stations, convenience stores, and banking-type institutions. These businesses are excluded because separate categories for each are provided.

Subcategory (c)—Gas or service station—pertains to all gas stations with the primary function of selling gasoline, petroleum, and related products.

Subcategory (d)—Convenience store—includes the neighborhood store that specializes in the sale of consumable items, is easily accessible, and generally has extended hours of operation.

Subcategory (e)—Residence—is for recording robberies of dwellings utilized for human habitation. Score robberies occurring anywhere on the dwelling premises as residential robberies, but exclude those which occur at hotels, motels, lodging houses, and places where lodging of transients is the main purpose. Robberies which occur at these locations should be scored opposite "Commercial house."

Subcategory (f)—Bank—includes robberies of banks, savings and loan associations, building and loan associations, credit unions, and other such institutions. *DO NOT* include lending institutions and finance companies where the function is lending money only; classify these as "Commercial house" robberies.

In Miscellaneous—subcategory (g)—record robberies that are not included in categories (a) through (f) above. Include robberies occurring on or at: waterways, houses of worship, union halls, school buildings, government buildings, subways, trains, airplanes, doctors' and lawyers' offices, wooded areas, etc.

Total the actual number of robberies and the value of property stolen. The total of actual robberies on the Supplement must be the same as the total of actual offenses of robbery on the Return A.

CLASSIFICATION	DATA SYSTEM CODE	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER			$
2. FORCIBLE RAPE			$
3. ROBBERY			
(a) HIGHWAY (streets, alleys, etc.)			
(b) COMMERCIAL HOUSE (except c, d, and f)			
(c) GAS OR SERVICE STATION			
(d) CONVENIENCE STORE			
(e) RESIDENCE (anywhere on premises)			
(f) BANK			
(g) MISCELLANEOUS			
TOTAL ROBBERY			$

Classification 5, Burglary—Breaking or Entering, contains the subbreakdowns of residence and nonresidence along with times of day. It is known that the time of occurrence of burglaries is sometimes difficult for law enforcement to determine. For instance, a burglary discovered in a mountain cabin after the snow has melted in the area could have occurred at any time during the several months the owner had not visited the cabin. In this instance the burglary would, of course, be scored in residence—unknown. If a forcible or unlawful entry of a building is made to steal a motor vehicle, count the offense and the value of the vehicle under burglary, not motor vehicle theft. The value of motor vehicles stolen during burglaries, however, will still be placed under item D.—Locally Stolen Motor Vehicles—on page 1 of the Supplement. Remember that the total of burglary under actual offenses on the Supplement must be the same as the total of burglary on the Return A.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
5. BURGLARY – BREAKING OR ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. – 6 a.m.)	51		
(2) DAY (6 a.m. – 6 p.m.)	52		
(3) UNKNOWN	53		
(b) NON RESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. – 6 a.m.)	54		
(2) DAY (6 a.m. – 6 p.m.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		$

The sixth category, Larceny-theft, requires that the number of actual offenses of larceny-theft in three breakdown categories be recorded. These categories are determined by the value of the stolen items and are (a) $200 and over, (b) $50 to $200, and (c) under $50. The estimated value of the stolen property is to be recorded in the value column. As with the other offenses, the number of actual larceny-thefts recorded on this form should be the same as the total larceny-thefts on the Return A. Attempted larceny-thefts *are* listed in the 6.(c) classification.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
6. LARCENY – THEFT (Except Motor Vehicle Theft)			
(a) $200 AND OVER	61		
(b) $50 TO $200	62		
(c) UNDER $50	63		
TOTAL LARCENY (Same as Item 6X)	60		$

Opposite classification 7, Motor Vehicle Theft, the number of actual offenses of motor vehicle theft and the value of the stolen property are to be reported. A common occurrence is the theft of a motor vehicle which contains personal property at the time of the theft. In this type of situation, score only the vehicle theft but combine the total value of the vehicle and the personal property stolen into one total to be entered opposite item 7. For example, an auto containing a coat is stolen. Record one actual offense of motor vehicle theft and the value of the car plus the coat in item 7. On page 1 of the Supplement, list the value of the stolen car after item D.—Locally Stolen Motor Vehicles and the value of the coat opposite item C.—Clothing and Furs. When a stolen motor vehicle is recovered with personal property or accessories missing, list opposite item D.—Locally Stolen Motor Vehicles, the value of the vehicle, less the missing items, at the time it was recovered.

The Grand Total is the sum of the value of property stolen in the murder and nonnegligent manslaughter, forcible rape, robbery, burglary, larceny-theft, and motor vehicle theft categories. The total of property stolen listed on page 1 of the Supplement to Return A must be the same as the Grand Total on page 2 of the form.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
7. MOTOR VEHICLE THEFT (Include Alleged Joy Ride)	76		
GRAND TOTAL – ALL ITEMS	77		

The section of the Supplement entitled "Additional Analysis of Larceny and Motor Vehicle Theft" has two main portions. The first, numbered 6X and entitled "Nature of Larcenies Under Item 6," has nine subbreakdowns lettered (a) through (i) and asks for the number of larcenies and the value of property stolen in each.

Thefts from motor vehicles, subcategory 6X.(d), includes the thefts from these vehicles of such items as cameras, suitcases, wearing apparel, etc., which are not an integral part of the vehicle.

Thefts of motor vehicle parts and accessories, item 6X.(e), includes the thefts of items that are parts or accessories of the vehicle such as automobile radios, batteries, hubcaps, wheels, tires, gasoline, stereo equipment, etc.

Thefts from buildings, item 6X.(g), should include all larcenies that occurred in structures with free access except those accounted for in other categories, such as shoplifting. If coin-operated machines are attacked within a building such as a laundromat, they are counted in item 6X.(h), thefts from any coin-operated machine. Included in this category are parking meters, telephone booths, etc.

All of the subbreakdowns have been previously defined on page 24. Please refer to the section on larceny-theft in this handbook for the definitions and other discussions regarding this Crime Index offense.

When multiple types of thefts occur in one distinct operation (one offense), e.g., theft of motor vehicle parts and accessories and theft of property that was in the motor vehicle, score the total theft value under the

category that had the highest value.

Example:

The theft of a $70 automobile radio and a $10 bowling ball from within the vehicle would be scored on the Supplement to Return A as one actual offense in subbreakdown 6X.(e) with a total value of $80 opposite item 6X.(e).

Remember that the total of the actual offenses of all of the subbreakdowns under item 6X must be the same as the total larceny recorded on the Return A and in item 6 on the Supplement.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING			
(b) PURSE SNATCHING			
(c) SHOPLIFTING			
(d) FROM MOTOR VEHICLES (except e)			
(e) MOTOR VEHICLE PARTS AND ACCESSORIES			
(f) BICYCLES			
(g) FROM BUILDING (except c and h)			
(h) FROM ANY COIN-OPERATED MACHINES (parking meters, etc.)			
(i) ALL OTHER			
TOTAL LARCENIES (Same as Item 6)			$

The second category under "Additional Analysis of Larceny and Motor Vehicle Theft" is item 7X entitled "Motor Vehicles Recovered." This item has four subbreakdowns which are, for the most part, self-explanatory. Record all motor vehicles recovered regardless of the type of Index offense committed when the vehicle was stolen.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
7X. MOTOR VEHICLES RECOVERED			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY			
(b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS			
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)			
(d) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY			

The information recorded on the Supplement to Return A is important for the analysis of the Index crimes. If all the information asked for on the Supplement is not available, enter what can be provided and send it in with the Return A. Attach a note to the Supplement advising that it is incomplete and based on the information available.

A tally book to aid in the completion of the Supplement to Return A form can be obtained by submitting a request to the Uniform Crime Reporting Section, Federal Bureau of Investigation, Washington, D.C. 20535.

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

4-545a (REV. 7-24-78)
FORM APPROVED
OMB NO. 43-R0001

1 CLASSIFICATION OF OFFENSES	Data Entry	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CL... INVOLVING... PERSONS UN... YEARS OF...
1. CRIMINAL HOMICIDE*						
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	3	1	2	1	
b. MANSLAUGHTER BY NEGLIGENCE	12	2		2	2	
2. FORCIBLE RAPE TOTAL	20	4		4	3	2
a. Rape by Force	21	3		3	3	2
b. Attempts to commit Forcible Rape	22	1		1		
3. ROBBERY TOTAL	30	17		17	5	1
a. Firearm	31	7		7	3	
b. Knife or Cutting Instrument	32	3		3	1	
c. Other Dangerous Weapon	33	4		4	1	1
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34	3		3		
4. ASSAULT TOTAL	40	19		19	19	3
a. Firearm	41	1		1	1	
b. Knife or Cutting Instrument	42	5		5	5	
c. Other Dangerous Weapon	43	2		2	2	1
d. Hands, Fists, Feet, Etc. - Aggravated Injury	44	2		2	2	2
e. Other Assaults-Simple, Not Aggravated	45	9		9	9	
5. BURGLARY TOTAL	50	34		34	5	4
a. Forcible Entry	51	24		24	3	2
b. Unlawful Entry - No Force	52	9		9	2	2
c. Attempted Forcible Entry	53	1		1		
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)	60	141		141	79	51
7. MOTOR VEHICLE THEFT TOTAL	70	26	4	22	18	3
a. Autos	71	16	2	14	13	1
b. Trucks and Buses	72	4	1	3	3	1
c. Other Vehicles	73	6	1	5	2	1
GRAND TOTAL	77	246	5	241	132	64

80 NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH		
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED
BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS	
0	0	8
Submit completed Law Enforcement Officers Killed or Assaulted form if any officer was assaulted or killed this month		

NUMBER OF PERSONS ARRESTED FOR ALL OFFENSES	
NUMBER UNDER 18 YEARS OF AGE	NUMBER 18 YEARS OF AGE AND OVER
85	211
If any arrests were reported, submit appropriate Age, Sex, and Race of Persons Arrested report	

DO NOT USE THIS S...	
RECORDED	
EDITED	
ENTERED	
ADJUSTED	
CORRES...	

Month and Year of Report

Agency Identifier

Population

Date

Prepared By

Title

Agency and State

Chief, Commissioner, Sheriff, or Superintendent

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION		Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER		2	$ 0
2. FORCIBLE RAPE		4	$ 0
3. ROBBERY			
(a) HIGHWAY (streets, alleys, etc.)		9	1,289
(b) COMMERCIAL HOUSE (except c, d, and f)			
(c) GAS OR SERVICE STATION		2	260
(d) CONVENIENCE STORE			
(e) RESIDENCE (anywhere on premises)		3	1,670
(f) BANK			
(g) MISCELLANEOUS		3	416
TOTAL ROBBERY		17	$ 3,635
5. BURGLARY – BREAKING OR ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. – 6 a.m.)		4	2,929
(2) DAY (6 a.m. – 6 p.m.)		3	1,310
(3) UNKNOWN		4	1,171
(b) NON-RESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. – 6 a.m.)		17	1,494
(2) DAY (6 a.m. – 6 p.m.)		3	2,506
(3) UNKNOWN		3	300
TOTAL BURGLARY		34	$ 9,710
6. LARCENY – THEFT (Except Motor Vehicle Theft)			
(a) $200 AND OVER		74	15,972
(b) $50 TO $200		60	8,580
(c) UNDER $50		7	175
TOTAL LARCENY (Same as Item 6X)		141	$ 24,727
7. MOTOR VEHICLE THEFT (Include Alleged Joy Ride)		22	$ 42,045
GRAND TOTAL – ALL ITEMS			$ 80,117
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING		26	9,031
(b) PURSE SNATCHING		3	28
(c) SHOPLIFTING		69	1,240
(d) FROM MOTOR VEHICLES (except e)		25	1,138
(e) MOTOR VEHICLE PARTS AND ACCESSORIES		1	25
(f) BICYCLES		1	135
(g) FROM BUILDING (except c and h)		1	90
(h) FROM ANY COIN-OPERATED MACHINES (parking meters, etc.)		5	1,400
(i) ALL OTHER		10	11,640
TOTAL LARCENIES (Same as Item 6)		141	$ 24,727
7X. MOTOR VEHICLES RECOVERED			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY		7	
(b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS		1	
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)		8	
(d) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY		1	

4-231a (Rev. 6-23-78)
Form Approved
OMB No. 43-R0538

SUPPLEMENT TO RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

This form deals with the nature of crime and the monetary value of property stolen and recovered. The total offenses recorded on the form should be the same as the number of actual offenses listed in Column 4 of the Return A for each crime class. Include attempted crimes on this form, but do not include unfounded offenses. If you cannot complete the report in all areas, please record as much information as is available. Tally sheets will be sent upon request.

PROPERTY BY TYPE AND VALUE

Type of Property	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction	
		Stolen	Recovered
(1)		(2)	(3)
(A) Currency, Notes, Etc.	01	$ 9,000	$ 750
(B) Jewelry and Precious Metals	02	700	30
(C) Clothing and Furs	03	300	300
(D) Locally Stolen Motor Vehicles	04	42,045	21,700
(E) Office Equipment	05	900	75
(F) Televisions, Radios, Stereos, Etc.	06	1,500	983
(G) Firearms	07	6,052	3,705
(H) Household Goods	08	4,973	1,582
(I) Consumable Goods	09	300	210
(J) Livestock	10		
(K) Miscellaneous	11	14,347	10,932
TOTAL	00	$ 80,117	$ 40,267

The total of this column should agree with the Grand Total (DATA ENTRY 77) shown on page 2.

Include in this column all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions, but not property you recover for them.

DATE

PREPARED BY TITLE

CHIEF, COMMISSIONER, SHERIFF OR SUPERINTENDENT

MONTH AND YEAR OF REPORT AGENCY IDENTIFIER POPULATION

DO NOT USE THIS SPACE	
	INITIALS
RECORDED	
EDITED	
ENTERED	
ADJUSTED	
CORRES.	

AGENCY AND STATE

STATE COPY

55 56

Monthly Return of Arson Offenses Known to Law Enforcement

The monthly arson report is used to solicit data on all such offenses reported to law enforcement. As has been previously discussed (Chapter II), the Hierarchy Rule does not apply to arson, and this crime is *always* reported even in multiple-offense situations.

In column 1 of the arson report various property classifications, which were discussed in Chapter I, are listed. Columns 2 through 6 are identical to those on the Return A, and instructions for completing those columns can be found on pages 46-47 of this chapter. In column 7, the number of arsons occurring in structures which were uninhabited, abandoned, or not in use at the time of the incident is to be recorded. The final column—8—is provided for the recording of the estimated dollar value of property damage resulting from arsons.

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

4-749 (6-8-70)
Form Approved
OMB No. 43-R-2980

This report is authorized by law Title 28, Section 534, United States Code, and the enactment of the fiscal year 1979, Department of Justice Authorization Bill S. 3151. While you are not required to respond, your cooperation in using this form to report all incidents of arson which become known to your department during the month will assist the FBI in compiling comprehensive, accurate data on a timely basis. Instructions appear on reverse side.

	1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i. e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structure Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
STRUCTURAL	A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.							$
	B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.							$
	C. Storage: Barns, Garages, Warehouses, etc.							$
	D. Industrial/Manufacturing							$
	E. Other Commercial: Stores, Restaurants, Offices, etc.							$
	F. Community/Public: Churches, Jails, Schools, Colleges, Hospitals, etc.							$
	G. All Other Structure: Out Buildings, Monuments, Buildings Under Construction, etc.							$
	TOTAL STRUCTURE							$
MOBILE	H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc.: UCR Definition							$
	I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.							$
	TOTAL MOBILE							$
	J. TOTAL OTHER Crops, Timber, Fences, Signs, etc.							$
	GRAND TOTAL							$

Agency Identifier _____ Month _____

Agency _____ State _____

Prepared by _____

_____
Chief, Commissioner, Sheriff, or Superintendent

DO NOT WRITE HERE	
Recorded	
Edited	
Entered	
Adjusted	
Correc.	

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

Arson Definition

The offense of arson is defined by the national Uniform Crime Reporting (UCR) Program to include any willful or malicious burning or attempts to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Instructions

In Column 2, report all arson incidents which occurred in your jurisdiction and became known to your department during the month. Use your law enforcement jurisdiction and not fire districts to determine if an arson incident should be scored on your report. Count all arsons even though the offenses may have occurred in conjunction with violent crimes reported on the Return A. Include attempts to commit arson. Also, include "unfounded" reports of arson.

In Column 3, include all reports of arson which prove to be unfounded; those reports which prove upon investigation to be baseless and no offense of arson was committed or attempted.

In Column 4, enter the number of actual offenses of arson. This number is obtained by subtracting the number in Column 3 from the number in Column 2. Include attempts to commit arson.

In Column 5, enter the total number of arson offenses which were cleared by arrest or exceptional means.

In Column 6, enter the number of arson offenses cleared by arrest or exceptional means involving only persons under 18 years of age. This number is included in Column 5 and excludes those situations in which one or more of the persons involved were 18 years of age or over.

In Column 7, enter the number of arson offenses listed in Column 4 which involve structures (A. - G. only) which were uninhabited, abandoned, deserted, or not normally in use.

In Column 8, enter the estimated value of property damage for all arson offenses listed in Column 4. Enter zero ($0) if no property damage.

The UCR Handbook may be used as a guide to preparing this reporting with two exceptions:

1. The hierarchy rule will not apply in this additional report. Any other Crime Index offenses occurring in conjunction with an arson will be reported on the Return A and the arson will be reported on this report.

2. If one of the property crimes occurs in conjunction with the arson, the value of the stolen property will be reported on the Supplement to Return A and the property loss due to fire, smoke, water, or other damage resulting from the arson will be reported in Column 8 of this report.

Each agency is requested to submit this arson form each month even if there are no arsons or attempted arsons to report. (In those instances, please submit the form indicating "None" or zero (0) arson offenses.)

Any questions regarding this report may be addressed to Uniform Crime Reports, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535, telephone (202) 324-2614.

Whenever an arson is committed in conjunction with another Crime Index offense involving the theft of money or property, the value of property stolen is entered on the Supplement to Return A in the appropriate categories and the value of property damaged due to the arson is listed on the arson report opposite the correct property classification.

Example: A restaurant had been forcibly entered, the safe opened, and its contents removed. The suspect had poured gasoline on the floor and ignited it. The fire department extinguished the fire. Investigation disclosed $2,000 in currency had been taken from the safe. Damage to the restaurant and property totaled $50,000 as a result of the arson.

Solution: In this case, property was both stolen in a burglary and destroyed as a result of the arson. On the front of the Supplement to Return A, opposite the category, "Currency, Notes, etc.," the value of currency stolen should be recorded as $2,000. On the reverse of the Supplement under the section titled "Property Stolen by Classification," record in the "Burglary—Breaking or Entering—Nonresidence" category, the number of actual offenses (1) and the value of property stolen from the safe ($2,000).

The information concerning the arson should be recorded on the "Monthly Return of Arson Offenses Known to Law Enforcement" opposite "Other Commercial: Stores, Restaurants, Offices, etc." On line E, record a "one" in columns 2 and 4 and the estimated value of property damage to the restaurant ($50,000) in column 8.

Of course, since again the Hierarchy Rule does not apply, entries would be made on the Return A showing one offense of forcible entry burglary.

Supplementary Homicide Report

The Supplementary Homicide Report (SHR), a monthly form, is two-sided and provides additional details regarding the victim, offender, their relationship, the weapon used, and the circumstances in each criminal homicide.

Murder and Nonnegligent Manslaughter

On the side of the form entitled "1.a. Murder and Nonnegligent Manslaughter," details of all willful (nonnegligent) killings should be recorded. Also included here will be justifiable homicides as defined in UCR, even though they occurred in connection with attempts or actual commissions of felonies. Detailed statistical data regarding the criminal homicide category can only be as comprehensive as the input provided by the individual contributing agency.

Under the situation column, information regarding single or multiple victim and offender homicide situations is collected. The codes to be utilized in completing the entries are the following:

A—Single Victim/Single Offender
B—Single Victim/Unknown Offender or Offenders
C—Single Victim/Multiple Offenders
D—Multiple Victims/Single Offender
E—Multiple Victims/Multiple Offenders
F—Multiple Victims/Unknown Offender or Offenders

Use only one situation code per criminal homicide incident regardless of the number of victims. The utilization of a new code will signify the beginning of a new murder situation.

The situation codes are "keyed" to the victim, i.e., list each victim only once. In single victim/single offender situations (Code A), the age, sex, race, and ethnic origin of both the victim and subject will appear directly opposite each other on the same line. In those situations where a single victim is killed by two or more offenders (Code C), the age, sex, race, and ethnic origin of the victim should be set forth along side the same data for the first offender. Information on the remaining offenders is listed under that for the first on separate lines.

In those situations where two or more victims are killed by a single offender (Code D), it is necessary to set forth not only the age, sex. race, and ethnic origin of each victim, but to list opposite each victim the age, sex, race, and ethnic origin of the offender. This practice will not result in the multiple counting of offenders inasmuch as the situation code employed will indicate only one offender was involved. When multiple victims are killed by multiple offenders, the age, sex, race, and ethnic origin of each victim followed by each of the offenders should be entered.

If the offender or offenders are unknown (Codes B and F), all that is required is the appropriate data concerning the victim.

Age, Sex, Race, and Ethnic Origin

Instructions for the coding of age, sex, race, and ethnic origin of both victims and offenders are found on the SHR. Ages are to be recorded as 01 to 99 years, with those aged 100 or older being entered as 99. Newborns up to one week old are coded NB and unknown ages are shown as 00. For victims over one week old but less than one year, use BB. Only two characters may be used in the age columns.

Sex of either victims or offenders is to be recorded as M for male and F for female. If the sex is unknown use the letter designation U. Use one character only in this column.

Race designations for both victims and offenders are as follows: White—W, Black—B, American Indian or Alaskan Native—I, Asian or Pacific Islander—A, and Unknown—U. Only these race designations are to be used.

Ethnicity designations are as follows: Hispanic Origin—H, not of Hispanic Origin—N, and Unknown—U.

Weapon Used

When describing the weapon used in a criminal homicide, please give as complete a description of the weapon as is available. If a weapon was used that could be employed in several ways, state how it was used. For example, if a bottle was used in the commission of a murder, state whether the person was killed by beating, cutting, or stabbing. Where firearms are used, be as specific as possible by stating whether the firearm was a handgun, rifle, or shotgun.

Relationship of Victim to Offender

When completing this portion of the form, keep in mind that the relationship requested is that of the victim to the offender rather than that of the offender to the victim. In other words, in a murder incident where a wife is killed by her husband, the requested relationship will be "wife." The relationship of the victim to each separate offender is to be shown. That is, for each offender listed in the age, sex, race, and ethnic origin columns, the relationship of the victim to that person must also be entered.

Circumstances

In this portion, using as much space as necessary, furnish a brief statement as to the circumstances surrounding the victim's death. For those killings which occur in conjunction with the commission of another felony (robbery, rape, etc.) identify the specific offense involved. In other criminal homicides, provide as much information as is possible so that murders resulting from lovers' quarrels, drunkenness, arguments over money, revenge, narcotics, gangland killings, etc., may be identified. Vague descriptions

such as "altercation," "fight," "quarrel," etc., do not provide sufficient information for purposes of analysis. Remember, statements of circumstances should be based on information known to law enforcement following their investigation, not decisions of a grand jury, coroner's inquest, or other agency outside law enforcement.

SUPPLEMENTARY HOMICIDE REPORT

4-220 (Rev. 8-20-79)
Form Approved
Budget Bureau No. 43-R0002

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation is using this form to list data pertaining to all homicides reported on your Return A will assist the FBI in compiling comprehensive, accurate data regarding this important classification on a timely basis.

1a. Murder and Nonnegligent Manslaughter
List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty. A brief explanation in the circumstances column regarding unfounded homicide offenses will aid the national Uniform Crime Reporting Program in editing the reports.

Incident	Situation*	Victim**				Offender**				Data Code			Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
		Age	Sex	Race	Ethnicity	Age	Sex	Race	Ethnicity	Do Not Write In These Spaces					

* ** - See reverse side for explanation

DO NOT WRITE HERE	
Recorded	
Edited	
Punched	
Verified	
Adjusted	

Month and Year _____ Agency Identifier _____ Prepared By _____ Title _____

Agency _____ State _____ Chief, Sheriff, Commissioner, Superintendent _____

Manslaughter by Negligence

On the page of the SHR entitled "1.b. Manslaughter by Negligence," the same instructions for situation codes; age, sex, race, and ethnic origin of both the victim and offender; weapon used; and relationship of victim to offender apply as those for the identical entries on the murder and nonnegligent manslaughter portion. The circumstances for the manslaughter by negligence portion of this form vary only in that for obvious reasons certain circumstances employed in the murder and nonnegligent manslaughter section would not be applicable. Circumstances commonly utilized in manslaughter by negligence offenses are: victim shot in hunting accident, gun cleaning, children playing with gun, etc.

Please bear in mind that traffic fatalities, accidental deaths, or deaths of victims due to their own negligence are not to be included. Information is to be provided regarding all other negligent manslaughters regardless of prosecutive action taken.

Example:

A victim's death resulting from the accidental discharge of a firearm by another person would be a situation which would be described on page 2 of the SHR. The death would also be added to columns 2 and 4 of the Return A after offense 1.b.

SUPPLEMENTARY HOMICIDE REPORT (Continued)

1b. Manslaughter by Negligence
Do not list traffic fatalities, accidental deaths, or death due to the negligence of the victim. List below all other negligent manslaughters, regardless of prosecutive action taken.

Incident	Situation*	Victim**				Offender**				Data Code			Weapon Used (Handgun, Rifle, Shotgun Knife, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot in hunting accident, gun-cleaning, children playing with gun, etc.)
		Age	Sex	Race	Ethnicity	Age	Sex	Race	Ethnicity	Do Not Write In These Spaces					

* - Situations A - Single Victim/Single Offender
B - Single Victim/Unknown Offender or Offenders
C - Single Victim/Multiple Offenders
D - Multiple Victims/Single Offender
E - Multiple Victims/Multiple Offenders
F - Multiple Victims/Unknown Offender or Offenders

Use only one victim/offender situation code per set of information. The utilization of a new code will signify the beginning of a new murder situation.

** - Age - 01 to 99. If 100 or older use 99. New born up to one week old use NB. If over one week, but less than one year old use BB. Use two characters only in age column.
Sex - M for Male and F for Female. Use one character only.
Race - White - W, Black - B, American Indian or Alaskan Native - I, Asian or Pacific Islander - A, Unknown - U. Use only these as race designations.
Ethnicity - Hispanic Origin - H, Not of Hispanic Origin - N, Unknown - U.

Law Enforcement Officers Killed or Assaulted

The form entitled "Law Enforcement Officers Killed or Assaulted" (LEOKA) is to be used by agencies to report felonious or accidental killings and assaults on law enforcement officers in the line of duty. For any month officer killings or assaults have been reported on the Return A, a LEOKA form should be submitted to provide additional information regarding the attack.

In the section entitled "Officers Killed," the number of sworn officers with full arrest powers killed in the line of duty by felonious acts and those killed by accident or negligence should be entered. *Do not include nonfatal assaults* on officers in this portion of the form.

4-738 (3-16-78) Bureau Budget No. 43-R0500

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

It is requested this report be completed and transmitted with monthly crime reports to: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

OFFICERS KILLED	
Number of your law enforcement officers killed in the line of duty this month.	By felonious act _____ By accident or negligence _____

The section of the form entitled "Officers Assaulted," is provided for reporting assaults on sworn officers. Count all assaults which resulted in serious injury or in which a weapon was used which could have caused serious injury or death. Other assaults not causing injury should be included if they involved more than mere verbal abuse or minor resistance to an arrest.

Each time an officer is assaulted in the line of duty, the appropriate line (1-11) which corresponds to the type of activity in which the officer was engaged at the time of assault should be determined. Once the proper line is located, the assault is recorded by making an entry on the line in one of the columns (B-E) under type of weapon *and* one of the columns (F-L) under type of assignment. If the assault has also been cleared, an entry should be made in Column M to record the clearance.

Next, one entry should be made on *either* line 13 (injury to the officer) or line 14 (no injury to the officer) in the appropriate column (B-E). Finally, make an entry in the proper block in line 15 to record the time of assault, either AM or PM. All of the aforementioned entries should be made to record each assault. A tally book is available for this purpose.

At the end of the month, total numbers for each category on the monthly reporting form can be tabulated from the tally book or other worksheet. To complete the monthly LEOKA form after appropriate numbers have been recorded, add down Columns B-L in lines 1-11 and enter each column's total on line 12. Next, add across columns B-E for lines 1-12 and record totals in column A.

If all assaults have been scored correctly, the total in column A, line 12, should equal the total of columns F-L, line 12. These should equal the number of officers assaulted for the month. Add down lines 1-11 in column M; this total represents the number of assaults cleared.

For lines 13 and 14, add each line across and record total in column A. Column A of these 2 lines also equals the total assaults. Line 15, both AM and PM, should also equal the total number of assaults.

If more than one type of weapon is used to commit a single assault, the weapon first encountered in moving from column B to column E should be selected. Do not enter any of the other different types of weapons which were used.

Column F (Two-man Vehicle) and columns G and H (One-man Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to nonuniformed officers; and columns K and L (Other) to officers assaulted while in a capacity not represented by columns F through J, such as foot patrol, off duty, etc. The term "assisted" refers to law enforcement assistance only.

In column M (Police Assaults Cleared) count the number of assaults on officers offenses cleared, including exceptional clearances as defined in this handbook. Do not count the number of persons arrested for such offenses.

The entries which should be made in items 13, 14, and 15 of this form are self-explanatory. It is important, however, that all assaults be recorded in these two sections. That is, the total of the entries in these sections should equal the total number of assaults on officers for the month.

4-738 (3-16-78)

Bureau Budget No. 43-R0500

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

It is requested this report be completed and transmitted with monthly crime reports to: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

OFFICERS KILLED

Number of your law enforcement officers killed in the line of duty this month.

By felonious act _____

By accident or negligence _____

Officers Assaulted (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon A	Type of Weapon: Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Type of Assignment: Two-Man Vehicle F	One-Man Vehicle: Alone G	One-Man Vehicle: Assisted H	Detective or Special Assign.: Alone I	Detective or Special Assign.: Assisted J	Other: Alone K	Other: Assisted L	Police Assaults Cleared M
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)													
2. Burglaries in progress or pursuing burglary suspects													
3. Robberies in progress or pursuing robbery suspects													
4. Attempting other arrests													
5. Civil disorder (riot, mass disobedience)													
6. Handling, transporting, custody of prisoners													
7. Investigating suspicious persons or circumstances													
8. Ambush - no warning													
9. Mentally deranged													
10. Traffic pursuits and stops													
11. All other													
12. TOTAL (1-11)													
13. Number with personal injury													
14. Number without personal injury													
15. Time of assaults AM / PM													

15. Time of assaults: 12:01 2:00 4:00 6:00 8:00 10:00 12:00

DO NOT WRITE HERE

	Initials
Recorded	
Edited	
Punched	
Verified	
Adjusted	

DOJ/FBI

Month and Year _____ Agency Identifier _____ Prepared by _____ Title _____

Agency _____ State _____ Chief, Sheriff, Commissioner, Superintendent _____

INSTRUCTIONS FOR PREPARING REPORT

When an officer is assaulted in the line of duty, an entry should be made on the appropriate line for type of activity (lines 1-11), under type of weapons used (columns B-E), and under type of assignment (columns F-L). An entry should also be made in either line 13 (injury) or line 14 (no injury). Also count the assault by the time of day on line 15.

When any of these assaults are cleared, an entry should be made under column M for appropriate activity.

At the end of the month, add all lines under columns B through E and enter in column A. The total of columns F through L should equal the total of columns B through E as entered in column A. Also add all columns down and enter in line 12.

Columns B-E:

If more than one type of weapon is used to commit a single assault, the column encountered moving from left to right (B to E) which shows one of the weapons used should be selected for the entry. Do not enter any of the other different types of weapons which were used.

Columns F-L:

Column F (Two-Man Vehicle) and columns G and H (One-Man Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to non-uniformed officers; columns K and L (Other) to officers assaulted while in a capacity not represented by columns F-J such as foot patrol, off duty, etc.

Column M:

In column M count the number of "assault on officer" offenses cleared. Do not count the number of persons arrested for such offenses. Include exceptional clearances.

Lines 1-11:

Indicate the type of police activity the officer was engaged in at the time he was assaulted.

Line 12:

Enter the total of lines 1-11.

Line 13:

Enter the number of assaults from line 12 which resulted in personal injury to the officer.

Line 14:

Enter the number of assaults from line 12 in which there was no injury to the officer.

Line 15:

Enter the total number of assaults on police officers occurring within the appropriate two-hour intervals.

The importance of the Law Enforcement Officers Killed or Assaulted form cannot be overemphasized. It is the basis of an analysis of assaults on police officers; thus, the more complete the data collected, the more valid the conclusions of the analysis will be.

As previously stated, a tally sheet is available to assist the person who completes the Law Enforcement Officers Killed or Assaulted form. A copy can be obtained by submitting a request to the Uniform Crime Reporting Section, Federal Bureau of Investigation, Washington, D.C. 20535.

Example 1:

About 10:20 PM, a plainclothes detective, riding alone in a police vehicle, responded to a burglary-in-progress call. While attempting to arrest the offender, the detective was stabbed with a knife. The offender was arrested at the scene.

To score this incident, find the section entitled "Type of Activity," line 2, "Burglaries in progress or pursuing burglary suspects." Moving across this line, place a "one" under "Type of Weapon," column C, "Knife or Other Cutting Instrument" and under "Type of Assignment," "Detective or Special Assignment," column I, "Alone," to show that the officer assaulted was a detective and was unassisted. Also on line 2, under column M, "Police Assaults Cleared," enter a "one" to show that this police assault was cleared by arrest of the offender.

In scoring the above incident, do not place an entry under columns G or H in the subsection "One-man Vehicle." For each officer assaulted, only one number is recorded in the appropriate category (columns F through L) under "Type of Assignment."

Now that activities 1-11 and columns B-M have been completed, find the sum of the entries on line 2, under columns B-E, and enter the total (in this assault, "one") in column A. Next, complete line 12, "Total," by bringing down the totals in each column.

Remember, either line 13 or 14 and line 15 must be completed. Since the detective was injured, line 13, "Number with personal injury" is the appropriate line to use. A "one" should be entered on this line under column C to indicate the injury was inflicted with a knife. Again, columns B-E on line 13 add to "one" and this number is entered under column A.

On line 15, "Time of assaults," it is important that the total number of officers assaulted and the times of occurrence be recorded appropriately. The detective in this example was assaulted at 10:20 PM; therefore, the time of assault should be scored in the bottom half, or "PM" portion, of line 15 in the block indicating the time period 10:00 to 12:00.

Officers Assaulted (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon A	Type of Weapon: Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Type of Assignment: Two-Man Vehicle F	One-Man Vehicle: Alone G	One-Man Vehicle: Assisted H	Detective or Special Assign.: Alone I	Detective or Special Assign.: Assisted J	Other: Alone K	Other: Assisted L	Police Assaults Cleared M
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)													
2. Burglaries in progress or pursuing burglary suspects	1		1						1				1
12. TOTAL (1-11)	1		1						1				1
13. Number with personal injury . .	1		1										
14. Number without personal injury .													
15. Time of assaults . . . . AM													
15. Time of assaults . . . . PM						1							

12:01 2:00 4:00 6:00 8:00 10:00 12:00

Example 2:

Incident A: Two uniformed officers on patrol in their cruiser responded to a robbery in progress at a bank two blocks away. They were the first unit to arrive at approximately 2:30 PM as three armed subjects with weapons drawn exited the bank. A brief exchange of gunfire ensued during which one officer was killed and his partner shot in the leg. Although one subject was wounded and apprehended at the scene, the other two escaped in their getaway car.

Incident B. At 10:17 AM a patrolman alone in his police car answered a call from a woman threatened by her husband. An off-duty officer who lived nearby went to assist the responding officer. As the two officers attempted to talk to the man, he became enraged and wielding a hammer and a knife attacked both officers. While subduing the individual and wresting the weapons from him, one of the officers suffered a serious knife wound. The man was subsequently arrested.

To score these incidents on the Law Enforcement Officers Killed or Assaulted form, the top portion "Officers Killed" must first be completed. Enter a "one" opposite "By felonious act." Additional information on this line of duty death (Incident A) will be requested in the near future.

Next, the assaults occurring in the two incidents must be recorded in the lower portion of the form. In Incident A, the assault on the partner who received the leg wound is scored by first determining the "Type of Activity," in this case, line 3, "Robberies in progress or pursuing robbery suspects." On this line enter a "one" under column B to show the weapon used was a firearm; a "one" in column F, "Two-man vehicle," to show the "Type of Assignment;" and a "one" in column M, indicating the assault has been cleared by the arrest of at least one offender. Since the officer was injured, line 13 is chosen and a "one" entered in column B, again indicating the weapon used. Line 15 is completed by recording a "one" in the lower half, or PM portion, of the line in the block between 2:00 and 4:00.

The same procedure is used to score Incident B, in which two officers were assaulted. Line 1, "Responding to 'Disturbance' calls," describes the type of activity. Although more than one weapon was employed, the knife is the weapon recorded since it is encountered first when moving from column B to column E. Therefore, a "two" is entered on line 1 under column C. Continuing on line 1 to show both officers' assignments, a "one" is entered under column H denoting one officer in a one-man vehicle but assisted by the off-duty officer and a "one" under column L to denote the off-duty officer assisted by another officer. Since the offender was arrested, both of these assaults are cleared and a "two" is placed in column M.

Next, since there is one officer with injury and one without, both lines 13 and 14 are used. In line 13 record a "one" under column C to show the officer receiving the knife wound and a "one" under the same column of line 14 to indicate the uninjured officer. Finally, record the time of assault by placing a "two" in the upper half, or AM portion, of line 15 in the block between 10:00 and 12:00.

Suppose these are the total officers assaulted for the month. Complete the form by adding all columns B-E, lines 1, 3, 13, and 14 and entering the totals in column A. Now add all columns down to line 12. The entry in line 12, column A, (3) represents, then, the total number of assaults on officers for the month. (See accompanying illustration.) Do not forget to make appropriate entries on the Return A, block 80.

4-738 (3-16-78)

Bureau Budget No. 43-R0500

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

It is requested this report be completed and transmitted with monthly crime reports to: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

OFFICERS KILLED

Number of your law enforcement officers killed in the line of duty this month.

By felonious act: 1

By accident or negligence:

Officers Assaulted (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon A	Type of Weapon: Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Type of Assignment: Two-Man Vehicle F	One-Man Vehicle: Alone G	One-Man Vehicle: Assisted H	Detective or Special Assign.: Alone I	Detective or Special Assign.: Assisted J	Other: Alone K	Other: Assisted L	Police Assaults Cleared M
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)	2		2					1				1	2
2. Burglaries in progress or pursuing burglary suspects													
3. Robberies in progress or pursuing robbery suspects	1	1				1							1
12. TOTAL (1-11)	3	1	2			1		1				1	3
13. Number with personal injury	2	1	1										
14. Number without personal injury	1		1										

15. Time of assaults		12:01	2:00	4:00	6:00	8:00	10:00	12:00
	AM						2	
	PM		1					

Age, Sex, Race, and Ethnic Origin of Persons Arrested Forms

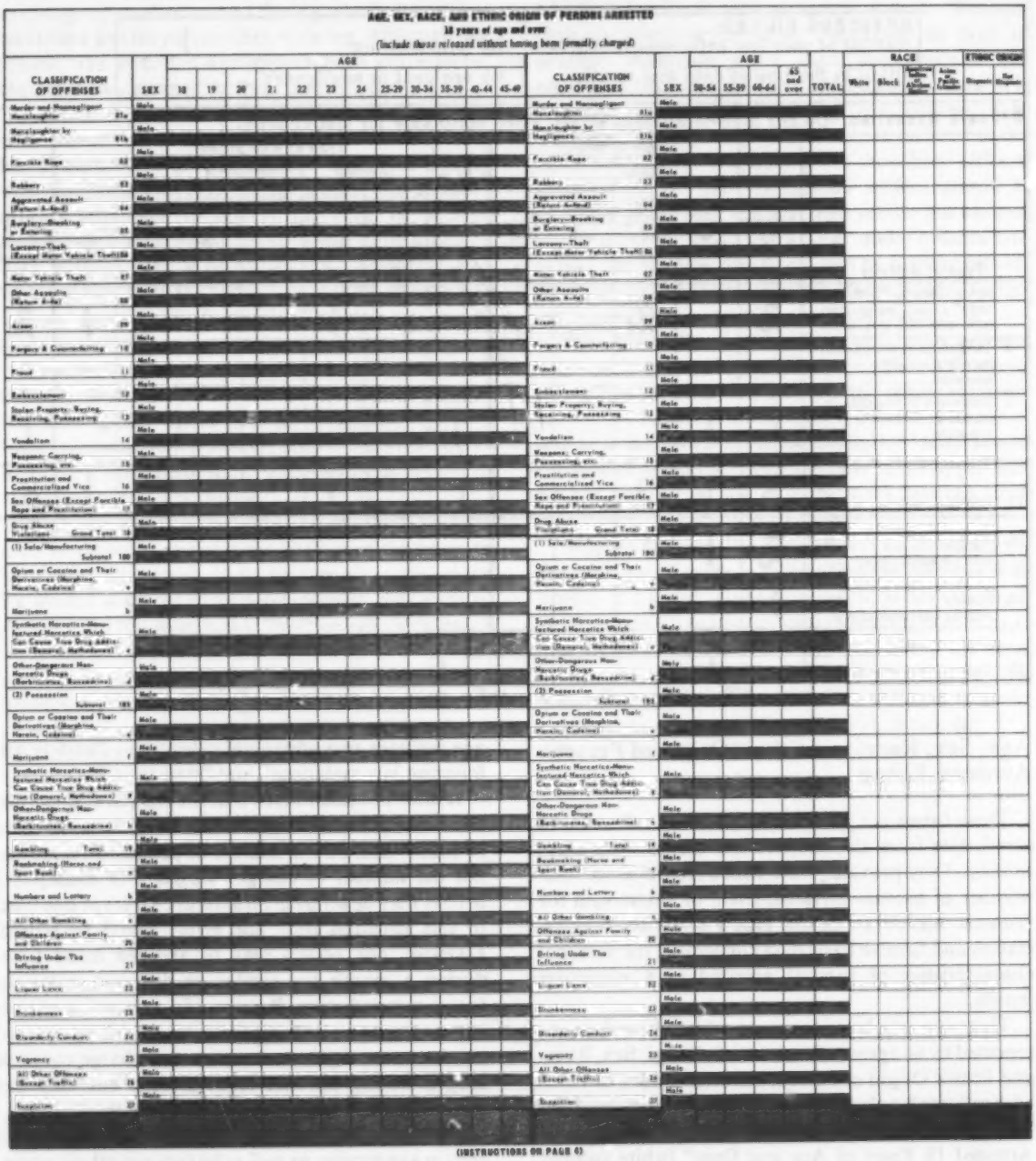
These forms are used for the monthly collection of arrest data from the Nation's law enforcement community. They provide police with a record of the total number of persons arrested, cited, or summoned for criminal acts in all of the Part I and Part II crime classes and furnish basic data concerning the personal characteristics of persons arrested in a particular month.

There are two basic forms on which these data are reported by an agency. One is entitled "Age, Sex, Race, and Ethnic Origin of Persons Arrested Under 18 Years of Age" (pink colored form) and the other is entitled "Age, Sex, Race, and Ethnic Origin of Persons Arrested 18 Years of Age and Over" (white colored form). The two forms are similar in content with the exception that the form for persons under 18 years of age includes two additional categories—"curfew and loitering law violations" and "runaways."

It must be remembered that the Age, Sex, Race, and Ethnic Origin of Persons Arrested forms are designed to collect data on the number of persons arrested and not the number of charges lodged. For example, a person may be arrested on several charges at one time; in this situation only one arrest would be scored. Likewise, one person may be arrested many times during a month for similar or different violations within a jurisdiction. Because of a separation of time between arrests, each separate arrest will be counted on this form. Again, more than one charge could be lodged during the individual arrests, but only one arrest would be scored for each instance.

These forms ask for a count of arrests by sex within certain age groups, as well as by race and ethnic origin. The race designations used on the forms are: White, Black, American Indian or Alaskan Native, and Asian or Pacific Islander.

The ethnic designations are Hispanic and Not Hispanic. Include in Hispanic all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.



AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED
18 years of age and over
(Include those released without having been formally charged)

CLASSIFICATION OF OFFENSES	SEX	AGE												CLASSIFICATION OF OFFENSES	SEX	AGE					TOTAL	RACE				ETHNIC ORIGIN	
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49			50-54	55-59	60-64	65 and over		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	Not Hispanic
Murder and Nonnegligent Manslaughter	Male													Murder and Nonnegligent Manslaughter	Male												
	Female														Female												
Manslaughter by Negligence	Male													Manslaughter by Negligence	Male												
	Female														Female												
Forcible Rape	Male													Forcible Rape	Male												
Robbery	Male													Robbery	Male												
Aggravated Assault (Return A-And)	Male													Aggravated Assault (Return A-And)	Male												
Burglary—Breaking or Entering	Male													Burglary—Breaking or Entering	Male												
Larceny—Theft (Except Motor Vehicle Theft)	Male													Larceny—Theft (Except Motor Vehicle Theft)	Male												
	Female														Female												
Motor Vehicle Theft	Male													Motor Vehicle Theft	Male												
Other Assaults (Return A-And)	Male													Other Assaults (Return A-And)	Male												
	Female														Female												
Arson	Male													Arson	Male												
	Female														Female												
Forgery & Counterfeiting	Male													Forgery & Counterfeiting	Male												
	Female														Female												
Fraud	Male													Fraud	Male												
	Female														Female												
Embezzlement	Male													Embezzlement	Male												
	Female														Female												
Stolen Property; Buying, Receiving, Possessing	Male													Stolen Property; Buying, Receiving, Possessing	Male												
	Female														Female												
Vandalism	Male													Vandalism	Male												
	Female														Female												
Weapons; Carrying, Possessing, etc.	Male													Weapons; Carrying, Possessing, etc.	Male												
	Female														Female												
Prostitution and Commercialized Vice	Male													Prostitution and Commercialized Vice	Male												
	Female														Female												
Sex Offenses (Except Forcible Rape and Prostitution)	Male													Sex Offenses (Except Forcible Rape and Prostitution)	Male												
	Female														Female												
Drug Abuse Violations Grand Total	Male													Drug Abuse Violations Grand Total	Male												
	Female														Female												
(1) Sale/Manufacturing Subtotal	Male													(1) Sale/Manufacturing Subtotal	Male												
	Female														Female												
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine)	Male													Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine)	Male												
	Female														Female												
Marijuana	Male													Marijuana	Male												
	Female														Female												
Synthetic Narcotics—Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	Male													Synthetic Narcotics—Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	Male												
	Female														Female												
Other—Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	Male													Other—Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	Male												
	Female														Female												
(2) Possession Subtotal	Male													(2) Possession Subtotal	Male												
	Female														Female												
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine)	Male													Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine)	Male												
	Female														Female												
Marijuana	Male													Marijuana	Male												
	Female														Female												
Synthetic Narcotics—Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	Male													Synthetic Narcotics—Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	Male												
	Female														Female												
Other—Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	Male													Other—Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	Male												
	Female														Female												
Gambling Total	Male													Gambling Total	Male												
	Female														Female												
Bookmaking (Horse and Sport Book)	Male													Bookmaking (Horse and Sport Book)	Male												
	Female														Female												
Numbers and Lottery	Male													Numbers and Lottery	Male												
	Female														Female												
All Other Gambling	Male													All Other Gambling	Male												
	Female														Female												
Offenses Against Family and Children	Male													Offenses Against Family and Children	Male												
	Female														Female												
Driving Under The Influence	Male													Driving Under The Influence	Male												
	Female														Female												
Liquor Laws	Male													Liquor Laws	Male												
	Female														Female												
Drunkenness	Male													Drunkenness	Male												
	Female														Female												
Disorderly Conduct	Male													Disorderly Conduct	Male												
	Female														Female												
Vagrancy	Male													Vagrancy	Male												
	Female														Female												
All Other Offenses (Except Traffic)	Male													All Other Offenses (Except Traffic)	Male												
	Female														Female												
Suspicion	Male													Suspicion	Male												

(INSTRUCTIONS ON PAGE 4)

AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED, under 18 years of age

(Include those released without having been formally charged)

CLASSIFICATION OF OFFENSES		SEX	AGE						Total Under 18	RACE				ETHNIC ORIGIN	
			Under 10	10 - 12	13-14	15	16	17		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	Not Hispanic
Murder and Nonnegligent Manslaughter	01a	Male													
		Female													
Manslaughter by Negligence	01b	Male													
		Female													
Forcible Rape	02	Male													
		Female													
Robbery	03	Male													
		Female													
Aggravated Assault (Return A-4a-d)	04	Male													
		Female													
Burglary--Breaking or Entering	05	Male													
		Female													
Larceny-Theft (Except Motor Vehicle Theft)	06	Male													
		Female													
Motor Vehicle Theft	07	Male													
		Female													
Other Assaults (Return A - 4a)	08	Male													
		Female													
Arson	09	Male													
		Female													
Forgery and Counterfeiting	10	Male													
		Female													
Fraud	11	Male													
		Female													
Embezzlement	12	Male													
		Female													
Stolen Property; Buying, Receiving, Possessing	13	Male													
		Female													
Vandalism	14	Male													
		Female													
Weapons; Carrying, Possessing, etc.	15	Male													
		Female													
Prostitution and Commercialized Vice	16	Male													
		Female													
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male													
		Female													
Drug Abuse Violations	Grand Total	Male													
	18	Female													
(1) Sale/Manufacturing	Subtotal	Male													
	180	Female													
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	a	Male													
		Female													
Marijuana	b	Male													
		Female													
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	c	Male													
		Female													
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	d	Male													
		Female													
(2) Possession	Subtotal	Male													
	185	Female													
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine)	e	Male													
		Female													
Marijuana	f	Male													
		Female													
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	g	Male													
		Female													
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	h	Male													
		Female													
Gambling	Total	Male													
	19	Female													
Bookmaking (Horse and Sport Book)	a	Male													
		Female													
Numbers and Lottery	b	Male													
		Female													
All Other Gambling	c	Male													
		Female													
Offenses Against Family and Children	20	Male													
		Female													
Driving Under The Influence	21	Male													
		Female													
Liquor Laws	22	Male													
		Female													
Drunkenness	23	Male													
		Female													
Disorderly Conduct	24	Male													
		Female													
Vagrancy	25	Male													
		Female													
All Other Offenses (Except Traffic)	26	Male													
		Female													
Suspicion	27	Male													
		Female													
Curfew and Loitering Law Violations	28	Male													
		Female													
Run-Aways	29	Male													
		Female													

Juveniles

For purposes of Uniform Crime Reporting, a juvenile should be counted as "arrested" when the circumstances are such that if he or she were an adult, an arrest would be tallied. Juvenile arrests should be scored opposite the classification of the offense for which they were taken into custody. For example, if a juvenile is arrested for committing an offense of larceny, his arrest should be scored opposite the larceny-theft classification on this report, even though the technical charge placed against him is "juvenile delinquency." *Arrests should not be scored in cases of:*

1. police "contacts" with juveniles where no offense was committed;

2. a juvenile being taken into custody for his own protection but no crime was committed (e.g. neglect cases).

Provision is made on the pink form to enter arrests for the juvenile offenses of "runaways" and "curfew and loitering law violations." Violations of local juvenile acts other than these two offenses should be included in the "all other offenses" classification. Not only should "arrests" in the usual sense be included; any situation where a young person, in lieu of an actual arrest, is summoned, cited, or notified to appear before the juvenile or youth court or similar official for a violation of the law should likewise be scored as an arrest.

It must be emphasized that only violations by young persons where some police or official action is taken beyond a mere interview, warning, or admonishment should be included on the Age, Sex, Race, and Ethnic Origin form. For example, boys playing ball in the street who are instructed by an officer to go to the playground for such activity would not be counted as "arrested" any more than would an adult who is only warned against burning leaves on a windy day. Do not include those situations where a young person has committed no violation, but is taken into custody because his welfare is endangered. "Callbacks" or "followup contacts" with young offenders by officers for the purpose of determining their progress should not be counted as "arrests." It is well to keep in mind that statistics are being gathered to measure law enforcement problems, not juvenile court activity.

Identities of individuals are not involved in a numerical count for statistical purposes. Therefore, rules or laws pertaining to the confidential treatment of the identity of juvenile offenders do not preclude a statistical count for purposes of Uniform Crime Reporting or an agency's administrative use.

In a situation where juvenile records are not readily available because they are kept in a Juvenile Bureau, Youth Bureau, or other special office, statistical compilation problems involving juveniles can normally be resolved in one of the following ways:

1. The "arrest" report (or copy) can be routed by juvenile or youth officers through the main records operation so that the necessary count can be made.
2. A statistical slip showing the crime or violation; the age, sex, race, and ethnic origin of the person; and juvenile or youth processing number, but not the name, can be routed to the employee who prepares statistical reports.
3. A tally of all information needed for reporting to the FBI can be made by the juvenile or youth office and periodically sent to the statistical employee for consolidation with the tally of adult arrests.
4. The pink arrest forms can be maintained separately by the Juvenile or Youth Bureau and consolidated with other returns at the end of the month.

Preparation of the Age, Sex, Race, and Ethnic Origin of Persons Arrested Returns

Record on the appropriate form (according to age) all persons processed by arrest, citation, or summons during the past month for committing an offense in your jurisdiction. Include:

1. Those persons arrested and released without a formal charge being placed against them.
2. Juveniles taken into custody or arrested but merely warned and released without being charged.

Enter opposite each offense the number of persons taken into custody, listing them according to age and sex. Then enter opposite each offense the number of persons taken into custody according to race and ethnicity, without regard to sex.

Persons arrested for other jurisdictions should not be scored on these returns. The agency for whom the arrest is made will count the arrest, and thus duplication in counting will be avoided. Although most agencies will probably maintain a separate record of such arrests for departmental administrative use, they again should not be included on the Age, Sex, Race, and Ethnic Origin of Persons Arrested returns. Arrests for Federal offenses should be included only when the arrest is for a Federal crime which occurred in the agency's jurisdiction and the offense is also a crime under the state penal code.

Police Disposition of Juveniles (Not Including Neglect or Traffic Cases)

The block on the first page of the pink colored Age, Sex, Race, and Ethnic Origin of Persons Arrested Under 18 Years of Age return is for the purpose of collecting data concerning the law enforcement dis-

position of juveniles who are taken into custody or arrested. Individual state age definitions of juveniles should be used in compiling these figures.

When an adult is arrested, he is usually held for prosecution for some charge or is released for future handling in court. However, depending on the seriousness of the offense and the offender's prior criminal record, a juvenile may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of the juvenile court; to welfare agencies; to other law enforcement agencies; or in the case of serious offenders, to criminal or adult court by waiver of the juvenile court.

As was previously stated, the word "arrest" as it applies to juveniles is intended to mean the law enforcement handling of all juveniles who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have been counted. Again, police "contacts" with juveniles where no offense has been committed and instances wherein a juvenile is taken into custody for his own protection should not be listed as arrests.

Traffic cases are also excluded.

Specific guidelines regarding each of the five entries in the Police Disposition of Juveniles block on the Age, Sex, Race, and Ethnic Origin of Persons Arrested Under 18 Years of Age return are as follows:

1. *Handled within department and released*

As mentioned above, many juveniles will be taken into custody or arrested for committing a violation, but no referral to juvenile court or formal charges will be made. Rather, the juvenile is warned by the police and released, frequently to parents, relatives, or friends. Such cases should be entered opposite this title in the Police Disposition of Juveniles breakdown on page 1. Also remember that an arrest is scored on the inside of the Age, Sex, Race, and Ethnic Origin of Persons Arrested return.

2. *Referred to juvenile court or probation department*

Enter here the number of juveniles arrested and referred to the probation department or other individual, agency, or group working within the jurisdiction of the juvenile court. If a juvenile is arrested and referred more than once during the month, count each referral just as each arrest would be scored for an adult.

3. *Referred to welfare agency*

The same rules apply here as under item 2 except that the referral is to a welfare agency, either public or private, rather than to juvenile court or the probation department.

4. *Referred to other police agency*

Entries opposite this item will in most instances be: (1) juveniles arrested by a department at the request of another law enforcement agency, (2) juveniles who commit crimes in one jurisdiction but reside in another and are turned over for handling to their home jurisdictions, or (3) juveniles who commit crimes in one jurisdiction but have also committed crimes in their home jurisdictions and are turned over to the latter for handling. *Remember, however, that although juveniles taken into custody for committing a crime in another jurisdiction are included in this disposition portion of the Age, Sex, Race, and Ethnic Origin form, they are excluded from the arrest figures on the inside of the return.*

Include "runaways," "truants," "curfew and loitering law violators," etc., when they are taken into custody for these juvenile acts.

5. *Referred to criminal or adult court*

Many jurisdictions have statutes which permit the waiving of juveniles for trial to criminal or adult court as adults. Enter the number of juveniles referred or waived to adult court opposite this item and not opposite item 2. It is well to remember that the initial referral is scored on this form.

Total

This total, the sum of items 1 through 5, includes all juvenile arrests by an agency for the month. The police disposition of juveniles may not equal the number actually scored as arrested as only those committing an offense in your jurisdiction are to be scored in both the disposition block and the inside arrest portion of the form.

POLICE DISPOSITION OF JUVENILES--NOT TO INCLUDE NEGLECT OR TRAFFIC CASES (Follow your State age definition for juveniles)	
TOTAL	
1. Handled within Department and released. (Warning, released to parents, etc.)	
2. Referred to juvenile court or probation department.	
3. Referred to welfare agency.	
4. Referred to other police agency.	
5. Referred to criminal or adult court.	

Classification and Scoring of Arrests for the Age, Sex, Race, and Ethnic Origin of Persons Arrested Returns

Usually there is only one crime classification involved in an arrest. Classification of Part I offenses has been explained earlier in this handbook.

The definitions of Part II offenses are printed beginning on page 81 of this handbook. The descriptive words and phrases listed under each of the Part II crime classifications were chosen from various state statute titles and/or common law, and they should aid in finding the proper classification. If assistance is needed in determining how to classify a certain offense, please write to the Uniform Crime Reporting Section, Federal Bureau of Investigation, or send a note with the monthly returns when submitted.

For proper classification of offenses use the following guidelines:

1. For each person arrested use only one crime classification. If a person is arrested for several offenses, both Part I and Part II, ignore the Part II crimes and score only the Part I crime appearing highest on the list of Crime Index offenses.

Example:

A man is arrested for burglary, larceny, possession of firearms, and vagrancy. Burglary is first on the listing of offenses, thus you would score one arrest opposite burglary only.

2. If a person is arrested for several Part II offenses, the agency itself should determine which is the most serious and score only that one arrest.

3. Persons arrested as aiders, abettors, conspirators, solicitors, and accessories should be counted in the offense classification in which they were involved.

4. Juvenile arrests are scored in the crime classification to which their offense belongs, ignoring any general formal charge requirement such as "juvenile delinquency," etc.

5. Count one arrest for each person on each separate occasion he is arrested. Remember persons arrested are being counted, not the number of charges placed against a person.

6. If two or more persons are arrested for committing one offense, each is counted as a separate arrest.

7. If a person is arrested for committing a crime and while in custody it is determined that he has committed other crimes, additional arrests should not be scored for those crimes. Score the original arrest only.

CHAPTER IV
OTHER UNIFORM CRIME REPORTING FORMS

Law Enforcement Employees Report

This form, which is sent to law enforcement agencies throughout the country on an annual basis, asks for a count of employees on the payroll of each agency as of October 31 of a given year. The primary purpose of the form is to gather information relating to the number of full-time law enforcement employees, both officers and civilians.

The number of officers reported should include all full-time, sworn personnel with full arrest powers, including the chief, sheriff, or other head of the department. Do not include persons performing guard or protection duties, such as school crossing guards, special officers, and merchant police, who are not paid from law enforcement funds.

Civilian employees should be counted and reported on this return; include persons such as clerks, radio dispatchers, meter maids, stenographers, mechanics, etc., provided they are full-time employees of the agency. Again, persons not paid from law enforcement funds should be excluded. Do count employees who are on leave with pay.

4-73b (Rev. 8-7-78)
Form Approved
OMB No. 43-R-0005

NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES AS OF OCTOBER 31

Agency _____

City _____

State _____

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation in using this form to report all law enforcement employees, male and female, on the payroll of your law enforcement agency as of October 31, will assist the FBI in compiling comprehensive accurate data on a timely basis. Your figures should show all law enforcement officers (sworn personnel) in Line 1 and full-time civilian employees in Line 2. The total of Lines 1 and 2 should be placed in Line 3.

	Male	Female	Total
1. Full-time sworn law enforcement officers (Include Chief, Sheriff, Commissioner, Superintendent)			
2. Full-time civilian employees (Do not count school-crossing guards)			
3. Total full-time law enforcement officers and civilian employees			

_____
Date

_____
Prepared by Title

_____
Sheriff, Chief, or Commanding Officer

DO NOT WRITE HERE
Recorded _____
Edited _____
Punched _____
Verified _____
Adjusted _____

FBI/DOJ

Please forward the form by November 22 to: Uniform Crime Reports, Federal Bureau of Investigation, Washington, D.C. 20535

Supply Request

The Supply Request form should be used to order any of the forms, tally sheets, or other publications of the UCR Program, all of which are available to local law enforcement agencies without cost. The only restrictions on supply orders are that requests be limited to reasonable amounts and that the material be used as a part of the law enforcement agency's function.

Included on the Supply Request, along with UCR reporting forms, are entries regarding forms that are available to law enforcement for the exclusive purpose of maintaining law enforcement records systems. These in-house forms are described elsewhere in this handbook.

4-732 (Rev. 9-18-79)

Supply Request
Uniform Crime Reports
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Number	Form	Quantity
4-545	Return A (Pink) Cities With 100,000 or More Inhabitants (With Supplement to Return A Attached)	
4-545	Return A (Green) Cities Under 100,000 Population (With Supplement to Return A Attached)	
4-545	Return A (Blue) State and County Agencies (With Supplement to Return A Attached)	
4-220	Supplementary Homicide Report	
4-456	Tally Book, Return A and Supplementary Report of Offenses	
4-738	Law Enforcement Officers Killed or Assaulted	
4-738a	Tally Sheet for Law Enforcement Officers Killed or Assaulted	
4-157	Consolidated Daily Report	
4-156	Consolidated Monthly Report	
4-156a	Consolidated Monthly Report Traffic Summary	
4-491	Register of Offenses Known (Complaint Sheet)	
4-490	Register of Persons Charged (Arrest Sheet)	
4-461	Form #90 Sheriff's Offense Report	
4-73	Number of Full-time Law Enforcement Employees	
4-492	Age, Sex, Race, and Ethnic Origin of Persons Arrested 18 Years of Age and Over	
4-492a	Age, Sex, Race, and Ethnic Origin of Persons Arrested Under 18 Years of Age	
4-495	Tally Sheet for Age, Sex, Race, and Ethnic Origin of Persons Arrested (One Set Required Per Mo.)	
4-749	Monthly Return of Arson Offenses Known to Law Enforcement	
	Publications	
	Uniform Crime Reporting Handbook	
	Manual of Police Records	
	Current Annual "Crime in the U. S."	
	Current Quarterly "Uniform Crime Reports"	
	Current "Bomb Summary"	
	Current "Law Enforcement Officers Killed Summary"	
	Current "Assaults on Federal Officers"	

Agency _____

Post Office Box or
Street Address _____

City and State _____ Zip Code _____

CHAPTER V
TALLY FOR UNIFORM CRIME REPORTS

The Uniform Crime Reporting Program provides tally sheets and books to local law enforcement agencies without cost upon request. These tally forms are designed for manual records systems as in-house forms and are not intended to be used as reporting forms. The forms are designed to accommodate the small- to medium-sized contributors. Most large agencies are either on automated records systems or have established tally practices; therefore, they do not utilize the exact tally forms available through the national UCR Program.

A system of tally, which is urged for records keepers to assist in the submission of monthly and annual UCR reports, will allow scoring on a daily, weekly, or as time allows basis and will provide an informal record for ensuring that all offenses have been properly scored and recorded. If a monthly report does not add properly, the system greatly facilitates locating a scoring error or omission. It is recommended that users of tally systems maintain the tally forms for a period of time as a reference to answer questions concerning reports previously submitted.

The use of a tally is not mandatory and forms provided by the UCR Program are but one system of tally. Those records keepers having developed adequate tally systems to meet their needs are to be commended. The basic objective is to execute statistical reports with the most ease and least confusion possible.

Tally Book, Return A and Supplementary Report of Offenses

The tally forms in this book are designed to collect data on those offenses occurring during the month that are to be reported on the Return A, Supplement to Return A, and Supplementary Homicide Report. If all offenses are properly scored in the tally book, these three monthly reports can be completed from the tally book by merely totaling each column and transferring the totals to the monthly report forms. When tallying in this book, the use of a step-by-step procedure is preferred. For example, (1) classify and score the reported offenses, (2) record the total value of property stolen in each incident, (3) enter any needed supplemental information for each crime, (4) enter type and value of property taken, and (5) score the type and value of property recovered. Some records keepers note the case number or a part of the case number at each of the steps in order to trace or doublecheck for proper tallying. To assist in understanding this procedure, two problems are set forth as examples.

Problem 1: A local tavern is robbed by a white male, aged 28, who obtains $500 cash. The victim bartender, a white male aged 35, is shot by the offender, who used a .38-caliber revolver. The offender is captured within the hour, admits the robbery, and the cash is recovered. The bartender dies 3 days later. The step-by-step tally procedure for this problem is to:

(1) Classify the incident as a 1.a. Murder and Nonnegligent Manslaughter; and score the offense on the top of page 2 by marking a tally in columns 2, 4, and 5 for the Return A; (2) score the $500 as Value of Property by Classification; (3) score on the bottom of page 2 the necessary supplementary homicide data;

MURDER & NONNEGLIGENT MANSLAUGHTER

1 Classification of Offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 6)	6 Number of clearances involving only persons under 18 years of age
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	1		1	1	

ENTER "$0" IF NOTHING IS STOLEN
NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Number of Offenses	Value	Number of Offenses	Value	Number of Offenses	Value
1	500.				

TALLY FOR SUPPLEMENTARY HOMICIDE REPORT
1a. Murder and Nonnegligent Manslaughter

List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty.

Agency Case Number	Date	Situation*	Victim*			Offender*			Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
			Age	Sex	Race	Age	Sex	Race			
		A	35	M	W	28	M	W	38 Revolver	STRANGER	Victim shot by robber.

(4) On page 16, in column A, score the $500 cash as Value of Property Stolen;

VALUE OF PROPERTY STOLEN
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property stolen in connection with Part I Offenses. List only that property stolen from within your jurisdiction. When all entries from the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A. Page 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		TVs Radios Stereos Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value
	500																				

and finally, (5) score on page 18, column A, the $500 as Value of Property Recovered.

VALUE OF PROPERTY RECOVERED
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property recovered, which was stolen in connection with Part I Offenses committed in your jurisdiction. Exclude property recovered for other departments. Include property recovered by other jurisdictions which was originally stolen in your jurisdiction. When all entries for the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		TVs Radios Stereos Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value
	500																				

Problem 2: A late model passenger car parked on a residential street is forcibly entered during the night. The car stereo radio, valued at $180, is stripped from the dash and clothing, valued at $200, is removed from the rear seat. The offender is unknown and the property is not recovered. The five-step tally procedure for this problem is to:

(1) Classify the incident under UCR definitions as larceny-theft. Do not classify as auto burglary. At the top of page 12, score a tally in columns 2 and 4 for the Return A; (2) score the $380 value under the appropriate monetary value category at the bottom of page 12, column A;

LARCENY-THEFT

1 Classification of offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY-THEFT (Except Motor Vehicle Theft) TOTAL	1		1		

For an analysis of Larceny by value of property stolen, count the number of offenses and total value of Larcenies $200 and over, $50 to $200, and under $50 in value and enter in item 6 on the Supplement to Return A. Enter all attempted larcenies in "under $50" with a zero value.

	Agency Case Number	(A) $200 and over	(B) $50 to $200	(C) Under $50
1	2	380.		

(3) on page 13 (6x categories), score the total $380 under "from motor vehicles" (when multiple thefts from motor vehicles occur involving both motor vehicle parts and accessories and property that was in the motor vehicle, score the *total theft value* under the category which had the highest value);

LARCENY-THEFT (TYPE OF THEFT)

6X CATEGORIES

Enter "$0" if nothing is stolen

	Agency Case Number	A Pocket Picking	B Purse Snatching	C Shoplifting	D From Motor Vehicles (Except E)	E Motor Vehicle Parts and Accessories	F Bicycles	G From Buildings Except (C and H)	H From any Coin-operated Machine (Parking meters, etc.)	I All Other
1	2				380.					

(4) on page 16, score $200 in column C for the clothing and $180 in column F for the radio;

VALUE OF PROPERTY STOLEN
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property stolen in connection with Part I Offenses. List only that property stolen from within your jurisdiction. When all entries from the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page 1.

Currency, Notes, Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		TVs, Radios, Stereos, Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value
					200						180										

and finally, (5) on page 18 (columns C and F), either score zero or leave blank as no property was recovered.

Tally Sheet for Law Enforcement Officers Killed or Assaulted

The Law Enforcement Officers Killed or Assaulted (LEOKA) tally is available, without cost, to assist records keepers in gathering data on each incident in order to have a summary record at the close of the reporting month. The totals in each column can be transferred to the monthly LEOKA report. If no officer is killed or assaulted during a monthly reporting period, the monthly report is not to be submitted; however, the fact no officer was killed or assaulted should be recorded on the monthly Return A.

The first page of the LEOKA tally sheet is for recording the number of officers killed "by felonious act" or "by accident or negligence." The center pages of this tally sheet record the six categories of data gathered on each officer assaulted. These six categories are: the type of activity in which the officer was engaged when assaulted; the type of weapon used against the officer; the type of assignment of the officer when assaulted; clearance information, if appropriate; assaults resulting in injury and no injury; and the time segment of the day when the officer was assaulted. Remember, these tally forms are for in-house assistance and are not intended to be used as reporting forms.

Tally Sheet for Age, Sex, Race, and Ethnic Origin of Persons Arrested

The Tally Sheet (Form 4-495) consists of seven pages designed to record the age, sex, race, and ethnic origin of persons arrested during a reporting month. After all tally marks are entered for all arrests during a reporting month, the totals in each block and column can be transferred. The separate pages, which are color coded, can be detached. The white sheets gather arrest data on persons 18 years of age and over, and the pink sheets are for recording arrests of those persons under 18 years of age. In addition, the last page of the tally sheet is for recording the disposition of juveniles according to individual state definitions of a juvenile. Remember, the arrest sheets are for collecting data by age of the person arrested and *not* by adult and juvenile according to state definitions.

CHAPTER VI
DEFINITIONS—PART II OFFENSES

The Uniform Crime Reporting Program offenses are divided into two groupings—Part I and Part II crimes. Arrest data are collected on both Part I and Part II offenses, and it is as important and essential to maintain uniformity in the data collection of persons arrested as it is in the offense data collection conducted for Part I crimes only.

The Part II offenses encompass all other crime classifications outside those defined as Part I earlier in this publication. In November, 1932, the UCR Program adopted a Standard Classification of Offenses for the compilation of criminal statistics. This classification was devised and adopted in order that law enforcement, judicial, and penal statistics might be uniformly compiled in terms of a single classification of offenses. The definitions of the Part II offenses that follow include some of the offense titles described in local and state law. These titles have been included as descriptive data to aid in determining the offenses that should be included or excluded in each classification.

9. Other Assaults

Assaults and attempted assaults where no weapon was used or which did not result in serious or aggravated injury to the victim are included as other assaults.

Examples of local jurisdiction offense titles which would be included in "other assaults" are:

Simple assault;
Minor assault;
Assault and battery;
Injury by culpable negligence;
Resisting or obstructing an officer;
Intimidation;
Coercion;
Hazing; and
Attempts to commit above.

10. Forgery and Counterfeiting

In the majority of states, forgery and counterfeiting are treated as allied offenses. Placed in this class are all offenses dealing with the making, altering, uttering, or possessing, with intent to defraud, anything false in the semblance of that which is true.

Include:

Altering or forging public and other records;
Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.;
Forging wills, deeds, notes, bonds, seals, trademarks, etc.;
Counterfeiting coins, plates, banknotes, checks, etc.;
Possessing or uttering forged or counterfeited instruments;
Erasures;
Signing the name of another or fictitious person with intent to defraud;
Using forged labels;
Possession, manufacture, etc., of counterfeiting apparatus;
Selling goods with altered, forged, or counterfeited trademarks; and
All attempts to commit the above.

11. Fraud

Fraudulent conversion and obtaining money or property by false pretenses. Includes bad checks, confidence games, etc., except forgeries and counterfeiting.

12. Embezzlement

Misappropriation or misapplication of money or property entrusted to one's care, custody, or control.

13. Stolen Property; Buying, Receiving, Possessing

Include in this class all offenses of buying, receiving, and possessing stolen property, as well as all attempts to commit any of these offenses.

14. Vandalism

Vandalism consists of the willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property, such as: cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying school records, tipping over gravestones, defacing library books, etc. Count all arrests for the above, including attempts.

15. Weapons; Carrying, Possessing, Etc.

This class deals with weapon offenses, regulatory in nature, such as:

Manufacture, sale, or possession of deadly weapons;
Carrying deadly weapons, concealed or openly;
Using, manufacturing, etc., silencers;
Furnishing deadly weapons to minors;
Aliens possessing deadly weapons; and
All attempts to commit any of the above.

16. Prostitution and Commercialized Vice

Include in this class the sex offenses of a commercialized nature, such as:

Prostitution;
Keeping a bawdy house, disorderly house, or house of ill fame;
Pandering, procuring, transporting, or detaining women for immoral purposes, etc; and
All attempts to commit any of the above.

17. Sex Offenses

(Except forcible rape, prostitution, and commercialized vice.) Include offenses against chastity, common decency, morals, and the like, such as:

Adultery and fornication;
Buggery;
Incest;
Indecent exposure;
Indecent liberties;
Intercourse with an insane, epileptic, or venereally diseased person;
Seduction;
Sodomy or crime against nature;
Statutory rape (no force); and
All attempts to commit any of the above.

18. Drug Abuse Violations

Drug abuse violation arrests are requested on the basis of the narcotics used. Include all arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Make the following subdivisions of drug abuse violation arrests, keeping in mind to differentiate between (1) Sale/Manufacturing and (2) Possession:

(1) Sale/Manufacturing
a. Opium or cocaine and their derivatives (morphine, heroin, codeine)
b. Marijuana
c. Synthetic narcotics—manufactured narcotics which can cause true drug addiction (demerol, methadones)
d. Dangerous nonnarcotic drugs (barbiturates, benzedrine)

(2) Possession
e. Opium or cocaine and their derivatives (morphine, heroin, codeine)
f. Marijuana
g. Synthetic narcotics—manufactured narcotics which can cause true drug addiction (demerol, methadones)
h. Dangerous nonnarcotic drugs (barbiturates, benzedrine)

19. Gambling

All charges which relate to promoting, permitting, or engaging in gambling are included in this category. To provide a more refined collection of gambling arrests, the following breakdown should be furnished:

a. Bookmaking (horse and sport book)
b. Numbers and lottery
c. All other

20. Offenses Against the Family and Children

Include here all charges of nonsupport and neglect or abuse of family and children, such as:

Desertion, abandonment, or nonsupport of wife or child;
Neglect or abuse of child (if injury is serious, score as aggravated assault);
Nonpayment of alimony; and
All attempts to commit any of the above.

Note: Do not count *victims* of these charges who are merely taken into custody for their own protection.

21. Driving Under the Influence

This class is limited to the driving or operating of any vehicle or common carrier while drunk or under the influence of liquor or narcotics.

Include:

Operating a motor vehicle while intoxicated; and
Operating an engine, train, streetcar, boat, etc., while intoxicated.

22. Liquor Laws

With the exception of "drunkenness" (offense 23) and "driving under the influence" (offense 21), liquor law violations, state or local, are placed in this class.

Include:

Manufacture, sale, transporting, furnishing,

possessing, etc., intoxicating liquor;
Maintaining unlawful drinking places;
Advertising and soliciting orders for intoxicating liquor;
Bootlegging;
Operating still;
Furnishing liquor to a minor or intemperate person;
Using a vehicle for illegal transportation of liquor;
Drinking on train or public conveyance; and
All attempts to commit any of the above.

23. Drunkenness

Include in this class all offenses of drunkenness or intoxication, with the exception of "driving under the influence" (offense 21).

Drunkenness
Drunk and disorderly
Common or habitual drunkard
Intoxication

24. Disorderly Conduct

In this class are placed all charges of committing a breach of the peace.

Include:
Affray;
Unlawful assembly;
Disturbing the peace;
Disturbing meetings;
Disorderly conduct in state institutions, at court, at fairs, on trains, or public conveyances, etc.;
Prize fights;
Blasphemy, profanity, and obscene language;
Desecrating flag;
Refusing to assist an officer; and
All attempts to commit any of the above.

25. Vagrancy

Persons prosecuted on the charge of being a "suspicious character or person, etc." are included in this class.

Include:
Vagrancy;
Begging;
Loitering (persons 18 and over); and
Vagabondage.

26. All Other Offenses

Include in this class every other state or local offense (except traffic violations) not included in offenses 1 to 25, such as:

Admitting minors to improper places;
Abduction and compelling to marry;
Abortion (death of an expectant mother resulting from abortion is a homicide, offense class 1.a.);
Bigamy and polygamy;
Blackmail and extortion;
Bribery;
Combination in restraint of trade; trusts, monopolies;
Contempt of court;
Criminal anarchism;
Criminal syndicalism;
Discrimination, unfair competition;
Kidnaping;
Marriage within prohibited degrees;
Offenses contributing to juvenile delinquency (except as provided for in offenses 1 to 28 inclusive), such as employment of children in immoral vocations or practices, admitting minors to improper places, etc.;
Perjury and subornation of perjury;
Possession, repair, manufacture, etc., of burglar's tools;
Possession or sale of obscene literature, pictures, etc;
Public nuisances;
Riot and rout;
Trespass;
Unlawfully bringing weapons into prisons or hospitals;
Unlawfully bringing drugs or liquor into state prisons, hospitals, etc.; furnishing to convicts;
Unlawful disinterment of the dead and violation of sepulture;
Unlawful use, possession, etc., of explosives;
Violations of state regulatory laws and municipal ordinances (this does not include those offenses or regulations which belong in the above classes);
Violation of quarantine;
All offenses not otherwise classified; and
All attempts to commit any of the above.

27. Suspicion

While "suspicion" is not an offense, it is the ground for many arrests in those jurisdictions where the law permits. After examination by law enforcement officers, the prisoner is either formally charged or released. Those formally charged are entered in one of the Part I or II offense classes. This class is limited to "suspicion" arrests where persons arrested are released by the police.

28. Curfew and Loitering Laws—(Persons under 18)

Count all arrests for violations of local curfew or loitering ordinances where such laws exist.

29. Runaways—(Persons under 18)

For purposes of the Uniform Crime Reporting Program, report in this category apprehensions for protective custody as defined by local statute. Arrests of runaways from one jurisdiction by another agency should be counted by the home jurisdiction. Do not include protective custody actions with respect to runaways taken for other jurisdictions.

CHAPTER VII
LAW ENFORCEMENT RECORDS

There are two basic types of records needed in a records system of a law enforcement agency. These include:

1. A record of calls for service, crimes, and the law enforcement action taken in response to these matters.
2. A record of persons arrested or otherwise handled by law enforcement.

For law enforcement agencies with only a small contingent of personnel, an elaborate and involved records system is neither desirable nor warranted by the volume of police activity that exists. The *Manual of Law Enforcement Records,* prepared by the FBI, illustrates a variety of indices and other recordkeeping procedures which might be useful for the small- to medium-sized law enforcement agency. Copies of the manual are available free of charge upon request of law enforcement agencies interested in using it as a reference source in either modifying a present records system or establishing a new one.

Register of Incidents/Offenses

The Register of Incidents/Offenses is intended to be used as a page of a complaint book in a small law enforcement agency. The form has spaces for recording important data regarding the circumstances of calls for service or complaints received by the department, as well as the complainant and the action taken regarding each complaint. The column headings on this register are self-explanatory. As in any recordkeeping task in law enforcement, it is very important that details be as complete as possible to assure that the records are meaningful.

REGISTER OF INCIDENTS/OFFENSES
(DAILY LOG)

Case No. 1	Date Reported or Known 2	Time Reported 3	Offense 4	CIRCUMSTANCES (State time and place, property taken and other details of offense) 5	Complainant 6	Address 7	Officer Assigned 8	ACTION TAKEN: (State property recovered, persons arrested or other facts of disposition) 9	Time and Date Closed 10	Un-founded 11	Not Cleared 12	Cleared by Arrest 13	Cleared, Person Under 18 14

Additional copies of this form may be obtained by addressing a request to: Uniform Crime Reports, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535

Register of Persons Charged

This form also is intended for use as a page in a ledger for small agencies. It provides spaces for the recording of information regarding the arrests made by officers. It is most important that a written record be made of descriptive data of persons arrested, the date of the arrest, the charge placed against the person, and the final disposition of the charges against that person. Professional law enforcement requires a written record of each and every arrest to ensure the protection of the police officer and the correct handling of the person charged. The column headings on the Register of Persons Charged are self-explanatory.

Report of Offenses—Form 90

Sheriffs, county police, state police, and other law enforcement organizations that consolidate data and prepare monthly returns for UCR may be interested in employing Form 90 to assist in gathering the data from rural areas. The form is intended for the use of constables, town marshals, and other law enforcement officers in rural or unincorporated areas who infrequently report Part I offenses. Using Form 90, these officers can report offenses that become known to them on a monthly basis to the sheriff or other larger agency who, in turn, prepares a complete monthly return for the jurisdiction. The form is available on request from the FBI without charge.

Consolidated Daily and Monthly Reports

A professional law enforcement administrator requires up-to-date information regarding personnel matters of the agency, as well as the activities of the officers. The Consolidated Daily Report is a form which can be used to record up-to-date information regarding personnel, number of offenses reported, number of persons arrested, and a traffic summary. The form also provides for entries in each of these areas from previous periods so that comparisons can be made.

The Consolidated Monthly Report is similar in format to the Consolidated Daily Report and provides a means whereby an agency's entire activity within a month can be summarized in capsule form. Both of these forms summarize law enforcement activity and allow for analysis and comparisons in management decisions. They are also valuable to an agency in preparing and submitting monthly reporting forms to the UCR Program.

REGISTER OF PERSONS CHARGED
(ARREST SHEET)

CASE NO.	DATE	NAME AND ALIAS	ADDRESS	SEX	RACE	AGE	DATE AND PLACE OF BIRTH	OCCUPATION	NO. OF PREVIOUS ARRESTS	IDENTIFYING FEATURES (Marks, scars, etc.)	ARREST, SUMMONS OR NOTICE	OFFENSE CHARGED	FACTS OF ARREST: (Time, place, and other details)	DRUNK, DRINKING, OR NARCOTIC	FINAL DISPOSITION AND DATE (If found guilty, for what offense)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

(Additional copies of this form may be obtained by addressing a request to: Uniform Crime Reports, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535)

Form #90
4-461 (9-29-78)

REPORT OF OFFENSES COMMITTED DURING MONTH OF _____, 19___

Name of sheriff (or other county officer) to whom reporting _____

County of _____

DATE REPORTED OR KNOWN 1	NATURE OF OFFENSE (CRIME) 2	PLACE AND TIME COMMITTED 3	NAME AND ADDRESS COMPLAINANT 4

To be forwarded on the 3rd of each month to the county sheriff or other designated officer.

See other side for instructions.

Signed _____

Title of office _____

Place _____

Date _____

Report of Offenses to be Forwarded to Sheriff by All Rural Police Officers Within County

CHAPTER VIII
CRIME STATISTICS FOR DECISIONMAKING

The law enforcement community has an ever-increasing need for timely and accurate data for a variety of purposes such as planning, budget formulation, resource allocation, assessment of police performance, and the evaluation of experimental programs. This chapter will focus on the use, method of computation, and limitations of basic crime indicators employed by the UCR Program. These indicators can aid law enforcement administrators in the performance of their duties and serve as forerunners for the implementation of more sophisticated analytical tools.

Volume, rate, and trend are basic crime indicators utilized in the UCR Program. Each statistic provides a different perspective of the crime experience as known to law enforcement officials.

Volume

Crime volume is a basic indicator of the frequency of known criminal activity. In analyzing offense data, the user should be aware that a UCR volume indicator does not represent the actual number of crimes committed; rather, it represents the number of reported offenses. With respect to murder, forcible rape, and aggravated assault, it represents the number of known victims, while for robbery, burglary, larceny-theft, motor vehicle theft, and arson, it represents the number of known incidents. The total Crime Index (the total number of Index offenses known to law enforcement) is separated into violent and property crime components. The violent crime total includes murder, forcible rape, robbery, and aggravated assault, while the property crime total encompasses burglary, larceny-theft, motor vehicle theft, and arson.

Rate

Crime rates are indicators of reported crime activity standardized by population. They are more refined indicators for comparative purposes than are volume figures. The UCR Program provides three types of crime rates: offense rates, arrest rates, and clearance rates.

An offense rate, defined as the number of offenses per 100,000 population, is derived by first dividing a jurisdiction's population by 100,000 and then dividing the number of offenses by the resulting figure.

Example:

a. Population for jurisdiction, 75,000

b. Number of known burglaries for jurisdiction for a year, 215

Divide 75,000 by 100,000 = .75

Divide 215 by .75 = 286.7

The burglary rate is 286.7 per 100,000 inhabitants.

The number .75 can now be divided into the totals of any offense class to produce a crime rate for that offense.

The same procedure can be used to obtain arrest rates per 100,000 inhabitants.

Clearance Rates

The percentage of crimes cleared by arrest is obtained first by dividing the number of offenses cleared by the number of offenses known and then multiplying the resulting figure by 100.

Example:

a. Number of clearances in robbery, 38

b. Number of total robberies, 72

Divide: 38 by 72 = .528

Multiply: .528 by 100 = 52.8 percent

Crime Trend Data

Crime trend data from one period to the next are presented in *Crime in the United States* and other UCR publications. A crime trend represents the percentage change in crime based on data reported in a prior equivalent period. These statistics play a prominent role for both offense and arrest analysis. Volume trends can be computed for any time frame, such as months, quarters, or years. UCR employs two types of trend statistics: volume trends and rate trends. Local agencies can compute trends for a given offense for any period of time.

Example:

a. Murders in the jurisdiction for January through June, last year, 21

b. Murder in the jurisdiction for January through June, this year, 29

Subtract:

```
 29
-21
----
  8
```

Notice that "eight" is an increase over the past year.

Divide: 8 by 21 = .381

Always divide the difference by the total in the earlier time period.

Multiply: .381 x 100 = 38.1 percent

The volume trend in murder is an increase of 38.1 percent for the first 6 months of this year as compared to the first 6 months of last year. It should be noted that if the figure for a prior period is zero, a trend computation cannot be made.

This same computation will yield rate trends if rate figures are substituted for volume figures in the above formula. The utility of the rate trends over volume trends is the adjustment made for possible population shifts.

Law Enforcement Employee Rate

Law enforcement employee rates are expressed as the number of employees per 1,000 inhabitants. To compute such a rate, divide the jurisdiction's population by 1,000 and divide the number of employees in the law enforcement agency by this number.

Example:

a. The jurisdiction's population, 75,000
b. The agency's number of employees, 102
Divide: 75,000 by 1,000 = 75
Divide: 102 by 75 = 1.36

The employee rate is 1.36 employees per 1,000 inhabitants.

Other Indicators

Another commonly computed crime indicator is population-at-risk rate. In essence, a population-at-risk rate is a refined crime rate measured in units that are most inclined to be victimized. The burglary rate based on the gross number of inhabitants may not be as accurate as a population-at-risk rate based on the number of units subject to be burglarized (residences and/or commercial establishments). Below are some of the common formulas of population-at-risk rates for different offenses:

Rape — The number of females 12 and older

$$\text{Rate} = \frac{\text{number of rapes x 100,000}}{\text{number of females 12 and older}}$$

Commercial Burglary — The number of commercial establishments

$$\text{Rate} = \frac{\text{number of commercial burglaries x 100,000}}{\text{number of commercial establishments}}$$

Residential Burglary — The number of residences

$$\text{Rate} = \frac{\text{number of residential burglaries x 100,000}}{\text{number of residences}}$$

General Crime Statistics

When analyzing UCR statistics, direct agency-to-agency comparisons should be guarded against. Such comparisons could be misleading unless demographic differences between jurisdictions are taken into account. Every community has a unique social, ethnic, and economic configuration which may affect its crime statistics. These dissimilarities may bias the results of any comparative analysis between agencies. A jurisdiction's crime situation is complex and cannot always be treated superficially as it might be in direct agency-to-agency comparisons.

In general, the decision to use any indicator for analysis purposes must be made with care. The UCR indicators discussed previously have utility for law enforcement administrators. However, like any analytical tool, they must be used with caution. No single indicator is a panacea in crime analysis. Instead, decisions that law enforcement administrators are called upon to make require a multiphased analytical approach.

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